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## ABSTRACT

Over 600 resumes of instructional materials for trade and industrial education which have appeared in "Abstracts of Instructional and Research Materials in Vocational and Technical Education" (AIM/ARM) between 1972 and 1975 are presented in this compilation. The resumes cover a broad range of fields and occupations and include the following information: Author(s), title, institutional source, sponsoring agency, availability, publication date, number of pages, subject terms which characterize the contents of the document, and a document abstract. Author, subject, and VT-ED (ERIC document) number cross reference indexes are provided. (RG)

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TRADE AND INDUSTRIAL EDUCATION  
INSTRUCTIONAL MATERIALS

from

Abstracts of Instructional and Research Materials  
in Vocational and Technical Education  
1972-1975

compiled by  
Jerome T. Kapes

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EDUCATION & WELFARE  
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The Center for Vocational Education  
The Ohio State University  
1960 Kenny Road  
Columbus, Ohio 43210

1976

CE 007 940

07 740

## FOREWORD

Instructional materials specific to the field of trade and industrial education have been compiled for this publication. These items, in the form of abstracts, are selections from Abstracts of Instructional and Research Materials in Vocational and Technical Education (AIM/ARM). This is the second edition of this series and it presents abstracts which have appeared in AIM/ARM since 1972. The first edition is available in the ERIC microfiche collection as ED 062 572.

Other publications in this series include compilations of abstracts of instructional materials for agricultural education, business and office education, distributive education, health occupations education, home economics education, and industrial arts education. Administrators, teachers and others may use this publication to identify and obtain instructional materials for use in trade and industrial education programs. Researchers and curriculum developers may use this publication as the baseline on which to develop new materials.

Members of the profession are encouraged to forward instructional materials for possible inclusion in future issues of AIM/ARM. We are indebted to our colleagues in trade and industrial education for providing us instructional materials for past issues of AIM/ARM. We also appreciate the contributions of instructional materials laboratories, curriculum management centers, research coordinating units, local school systems and professional associations.

The profession is indebted to Jerome T. Kapes of Temple University who compiled this publication. He exercised his judgment in selecting materials from AIM/ARM which would be useful in trade and industrial education programs.

We hope that this publication will prove valuable to you in your educational endeavors.

Robert E. Taylor  
Director  
The Center for Vocational  
Education

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# SAMPLE ABSTRACT

Accession number sequentially assigned to documents as they are processed. \_\_\_\_\_ VT 100 000

Author(s). \_\_\_\_\_ RICHARDS, F.L.

Microfiche (MF) and/or hard copy (HC) of the full text of the document will be available. The issue in which ordering numbers will be given is indicated. Documents not available in MF or HC are available from alternate sources cited.

Report number and/or bureau number. \_\_\_\_\_

Date published and number of pages. \_\_\_\_\_

Descriptors—subject terms characterizing substantive contents. Major terms preceded by asterisk.

Identifiers—terms not found in the Thesaurus of ERIC Descriptors.

Informative condensation of document content.

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PENNSYLVANIA STATE UNIVERSITY, UNIVERSITY PARK.  
DEPARTMENT OF AGRICULTURAL EDUCATION.  
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
DIVISION OF ADULT AND VOCATIONAL RESEARCH.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.

OEC-0-85-12345 (7291)  
TEACHER-EDUC-SER-V12-N1

DEPARTMENT OF AGRICULTURAL EDUCATION, PENNSYLVANIA STATE UNIVERSITY, UNIVERSITY PARK, PENNSYLVANIA 16802 (\$1.00).

PUB DATE 71 56P.

DESCRIPTORS - \*AGRICULTURAL EDUCATION; \*CURRICULUM GUIDES; \*ORNAMENTAL HORTICULTURE; HIGH SCHOOLS; \*POST SECONDARY EDUCATION; LANDSCAPING; NURSERIES (HORTICULTURE); TURF MANAGEMENT; \*TECHNICAL EDUCATION  
IDENTIFIERS - \*PENNSYLVANIA

ABSTRACT - INTENDED TO SUGGEST SUBJECT MATTER CONTENT OF COURSES OR PROGRAMS IN ORNAMENTAL HORTICULTURE FOR HIGH SCHOOL AND POST-SECONDARY VOCATIONAL-TECHNICAL PROGRAMS, THIS CURRICULUM GUIDE WAS PREPARED BY STAFF MEMBERS OF THE AGRICULTURAL EDUCATION DEPARTMENT AT THE PENNSYLVANIA STATE UNIVERSITY AND TESTED IN A WORKSHOP WITH VOCATIONAL AGRICULTURE TEACHERS. CONTENTS ARE: (1) OUTLINES OF COURSES IN ORNAMENTAL HORTICULTURE, (2) ORNAMENTAL HORTICULTURE PROGRAMS FOR GRADES 10, 11, AND 12, (3) NURSERY PRODUCTION . . . THE CONTENT IS PRESENTED IN OUTLINE FORM UNDER EACH TOPIC AND IS APPLICABLE TO THE UNITED STATES AND LOWER CANADA. (GB)

Title.

Organization where document originated.

Agency responsible for initiating, funding, and managing the project producing the document.

Contract (OEC) or grant (OEG) number.

Alternate source for obtaining documents.

Abstractor's initials.

## USING THIS PUBLICATION

Instructional materials for trade and industrial education that have appeared in Abstracts of Instructional and Research Materials in Vocational and Technical Education (AIM/ARM) between 1972 and 1975 are presented in this single volume for your convenience.

An abstract presents information about a document's content to help you to decide if you want to read the full text of the document. It also provides information about the document's author, source, and availability. Abstracts are arranged in ascending VT-number order. A sample abstract is explained in detail.

The indexes help you to locate page numbers and VT numbers of abstracts by subject and author. Index terms used in the subject index are ERIC descriptors and additional identifiers. Author and institution names appear in the author index.

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8 . . . . .	1.23	76 to 100 . . . . .	4.43
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The Center for Vocational Education  
The Ohio State University  
1960 Kenny Road  
Columbus, Ohio 43210

Subscriptions are for one (1) calendar-year periods only and cost \$34.00 (Foreign subscriptions add \$2.00).

Subscribers will receive a year's volume (e.g., 1976, Volume 9) consisting of six, bimonthly issues (e.g., Numbers 1-6) and an annual, cumulative subject and author index, regardless of when in the year they subscribe.

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ABSTRACTS

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**VT 004 412**

ANDERSON, OLIVER, AND OTHERS  
AUTOMATIC CONTROLS, AN INSTRUCTOR'S  
GUIDE.

CALIFORNIA STATE DEPT. OF  
EDUCATION, SACRAMENTO.

MF AVAILABLE IN VT-ERIC SET.

TEC ED-CURR-DEV-SER-6

CALIFORNIA STATE DEPARTMENT OF  
EDUCATION, 721 CAPITOL MALL, ORDER  
SECTION, ROOM 551, SACRAMENTO,  
CALIF. 95814 (\$2.00)

PUB DATE - 62 241P.

DESCRIPTORS - \*ELECTRONIC CONTROL;  
\*NUMERICAL CONTROL; \*CLIMATE  
CONTROL; \*VOCATIONAL EDUCATION;  
\*MECHANICAL EQUIPMENT; AUTOMATION;  
JUNIOR COLLEGES; RESOURCE GUIDES;  
TEACHING GUIDES; LESSON PLANS;  
TESTS; AUDIOVISUAL AIDS;  
BIBLIOGRAPHIES; GLOSSARIES;  
ELECTRIC CIRCUITS; HYDRAULICS

ABSTRACT - DEVELOPED IN COOPERATION  
WITH THE UNIVERSITY OF CALIFORNIA,  
LOS ANGELES, THIS DOCUMENT RESULTED  
FROM A PROJECT FINANCED BY TITLE  
VIII OF THE NATIONAL DEFENSE  
EDUCATION ACT OF 1958. THIS  
INSTRUCTOR'S GUIDE IS INTENDED FOR  
USE IN TRAINING PROGRAMS ON THE  
JUNIOR COLLEGE LEVEL, AND IS  
DESIGNED TO COVER AN 18-WEEK PERIOD  
AT THE RATE OF THREE HOURS PER  
WEEK. SPECIFIC OBJECTIVES OF THE  
COURSE ARE TO DEVELOP AN  
APPRECIATION OF THE INFORMATION  
SOURCES AVAILABLE, TO BECOME  
FAMILIAR WITH THE CHARACTERISTICS  
OF MANY COMPONENTS, AND TO DEVELOP  
AN UNDERSTANDING OF THE BASIC  
NOMENCLATURE AND PRINCIPLES OF  
AUTOMATIC CONTROL. TOPICS FOR THE  
18 SESSIONS INCLUDE: (1)  
AMPLIFIERS, (2) NETWORKS, (3)  
ACTUATORS, (4) CONTROL ELEMENTS,  
(5) SENSORS, (6) MONITORS, (7)  
TROUBLE SHOOTING, AND (8) NUMERICAL  
CONTROL. EACH UNIT CONTAINS A PLAN  
OF INSTRUCTION, A RESOURCE UNIT, A  
TEST, AND TEST ANSWERS. A GLOSSARY,  
BIBLIOGRAPHY, LIST OF PERIODICALS  
AVAILABLE, AND SUGGESTED AUDIO-  
VISUAL TRAINING AIDS ARE INCLUDED.  
(GEB)

**VT 005 843**

JENSEN, MAX

A SERIES OF LESSONS FOR HIGHWAY  
ENGINEERING TECHNICIANS. PART I--  
MATHEMATICS AND SURVEYING  
FUNDAMENTALS.

IDAHO STATE BOARD FOR VOCATIONAL  
EDUCATION, BOISE.

MF AVAILABLE IN VT-ERIC SET.

IDAHO VO. ED. 47

PUB DATE - ND 51P.

DESCRIPTORS - \*LESSON PLANS; \*TRADE  
AND INDUSTRIAL EDUCATION; \*CIVIL  
ENGINEERING; \*ENGINEERING  
TECHNICIANS; TECHNICAL OCCUPATIONS;  
TECHNICAL EDUCATION; ENGINEERING  
TECHNOLOGY; SUBPROFESSIONALS;  
\*HIGHWAY ENGINEERING AIDES;  
MATHEMATICS; TESTS; CURRICULUM  
GUIDES

ABSTRACT - PREPARED BY A HIGHWAY  
ENGINEERING TECHNICIAN INSTRUCTOR,  
THIS GUIDE IS THE FIRST IN A THREE-  
PART SERIES DESIGNED TO AID  
INSTRUCTORS IN PLANNING AND  
PRESENTING EXTENSION CLASSES FOR  
HIGHWAY AND CIVIL ENGINEERING  
TECHNICIANS. THE CONTENTS CONSIST  
OF THREE SECTIONS, INCLUDING 24  
LESSONS ON MATHEMATICS AND  
SURVEYING FUNDAMENTALS WITH EACH  
LESSON PROVIDING A PRESENTATION,  
DISCUSSION, AND PROBLEMS. THE FIRST  
SECTION, WITH TWELVE 3-HOUR  
LESSONS, IS CONCERNED WITH THE  
FUNDAMENTALS OF ALGEBRA, SPECIAL  
PRODUCTS AND FACTORING, FRACTIONS,  
LINEAR EQUATIONS, SQUARE ROOTS,  
TRIGONOMETRIC FUNCTIONS, HEIGHTS  
AND DISTANCES, RECTILINEAR FIGURES,  
AND FUNDAMENTAL RELATIONSHIPS. THE  
SECOND SECTION, ALSO WITH TWELVE 3-  
HOUR LESSONS, IS CONCERNED WITH  
LOGARITHMS, LAW OF SINES AND  
COSINES, BEARINGS AND DISTANCES,  
CLOSED AREAS, CURVES, AND MASS  
DIAGRAMS. A TEST FOR BOTH SECTIONS  
IS INCLUDED, AND THE DOCUMENT IS  
ILLUSTRATED WITH SOME LINE  
DRAWINGS. PARTS II AND III OF THIS  
SERIES ARE AVAILABLE AS VT 005 844  
AND VT 005 845, BOTH IN THIS ISSUE.  
(GEB)

VT 005 844

DICK, JERALD R.

SERIE: OF LESSONS FOR HIGHWAY  
ENGINEERING TECHNICIANS. PART II--  
PHYSICS AND ADVANCED SURVEYING.

IDAHO STATE BOARD FOR VOCATIONAL  
EDUCATION, BOISE.

MF AVAILABLE IN VT-ERIC SET.

IDAHO VOC. ED. 47

PUB DATE - ND 84P.

DESCRIPTORS - \*LESSON PLANS; \*TRADE  
AND INDUSTRIAL EDUCATION; \*CIVIL  
ENGINEERING; \*ENGINEERING  
TECHNICIANS; TECHNICAL OCCUPATIONS;  
TECHNICAL EDUCATION; ENGINEERING  
TECHNOLOGY; SUBPROFESSIONALS;  
\*HIGHWAY ENGINEERING AIDES;  
PHYSICS; SURVEYS; TESTS; CURRICULUM  
GUIDES

ABSTRACT - PREPARED BY A HIGHWAY  
ENGINEERING TECHNICIAN INSTRUCTOR,  
THIS GUIDE IS THE SECOND IN A  
THREE-PART SERIES DESIGNED TO AID  
INSTRUCTORS IN PLANNING AND  
PRESENTING EXTENSION CLASSES FOR  
HIGHWAY AND CIVIL ENGINEERING  
TECHNICIANS. THE CONTENTS CONSIST  
OF TWO SECTIONS, EACH WITH 12  
LESSONS, CONCERNING PHYSICS AND  
ADVANCED SURVEYING. THE FIRST  
SECTION CONCERNS SLIDE RULE USAGE,  
VECTORS, PARALLEL AND NON-PARALLEL  
FORCES, FORCE, ENERGY, MOTION,  
POWER AND FRICTION, ELASTICITY, AND  
LIQUIDS. THE SECOND SECTION  
CONCERNS THE MEASUREMENT OF  
DISTANCES, PROFILE LEVELING,  
EARTHWORK CALCULATIONS, MASS  
DIAGRAMS, MEASUREMENT OF ANGLES AND  
DIRECTIONS, LAND AREAS, TRANSIT-  
TAPE SURVEYS, LAND SURVEYS, FIELD  
ASTRONOMY, CURVES, AND PRINCIPLES  
OF THE STADIA. THREE TESTS ARE  
INCLUDED AND THIS DOCUMENT IS  
ILLUSTRATED WITH SOME LINE  
DRAWINGS. PARTS I AND III OF THIS  
SERIES ARE AVAILABLE AS VT 005 843  
AND VT 005 845, RESPECTIVELY, BOTH  
IN THIS ISSUE. (GER)

005 845

A SERIES OF LESSONS FOR HIGHWAY  
ENGINEERING TECHNICIANS. PART III--  
MECHANICS OF MATERIALS. MATERIALS  
TESTING AND HYDRAULICS.

IDAHO STATE BOARD FOR VOCATIONAL  
EDUCATION, BOISE.

MF AVAILABLE IN VT-ERIC SET.

IDAHO VO. ED. 47

PUB DATE - ND 71P.

DESCRIPTORS - \*LESSON PLANS;  
CURRICULUM GUIDES; \*TRADE AND  
INDUSTRIAL EDUCATION; \*CIVIL  
ENGINEERING; \*ENGINEERING  
TECHNICIANS; TECHNICAL OCCUPATIONS;  
TECHNICAL EDUCATION; ENGINEERING  
TECHNOLOGY; SUBPROFESSIONALS;  
\*HIGHWAY ENGINEERING AIDES

ABSTRACT - PREPARED BY A HIGHWAY  
ENGINEERING TECHNICIAN INSTRUCTOR,  
THIS GUIDE IS THE THIRD OF A THREE-  
PART SERIES DESIGNED TO AID  
INSTRUCTORS IN PLANNING AND  
PRESENTING EXTENSION CLASSES FOR  
HIGHWAY AND CIVIL ENGINEERING  
TECHNICIANS. CONTENTS CONSIST OF  
THREE SECTIONS, INCLUDING 22  
LESSONS ON BASIC MECHANICS OF  
MATERIALS, MATERIALS TESTING, AND  
HYDRAULICS, WITH LESSONS PROVIDING  
OBJECTIVES, DISCUSSION TOPICS,  
FORMULAS, AND PROBLEMS. THE FIRST  
SECTION, WITH NINE CLASS PERIODS  
AND A SEMESTER TEST, IS CONCERNED  
WITH THE MECHANICS OF MATERIALS  
PHASE, AND COVERS BASIC TYPES OF  
STRESS AND STRAIN AND MODULES OF  
ELASTICITY OF STRUCTURAL MEMBERS;  
THE SECOND, WITH SIX CLASS PERIODS,  
DEALS WITH TESTING VARIOUS TYPES OF  
MATERIALS USED IN HIGHWAY  
ENGINEERING WORK; AND THE THIRD  
INCLUDES SIX LESSONS AND A FINAL  
EXAMINATION, AND COVERS THE  
FUNDAMENTAL PRINCIPLES OF  
HYDRAULICS. A BIBLIOGRAPHY OF  
REFERENCES USED IN THIS SERIES OF  
LESSONS IS INCLUDED, AND THE  
DOCUMENT IS ILLUSTRATED WITH  
NUMEROUS LINE DRAWINGS AND  
DIAGRAMS. PARTS I AND II OF THIS  
SERIES ARE AVAILABLE AS VT 005 843  
AND VT 005 844, RESPECTIVELY, BOTH  
IN THIS ISSUE. (AW)

VT 010 770

AUTOMOTIVE SERVICE OCCUPATIONS: A  
SUGGESTED OUTLINE OF SERVICES AND  
LEVELS FOR THE AUTOMOTIVE  
INDUSTRIES OCCUPATIONS.



NEW YORK STATE EDUCATION DEPT.,  
ALBANY. CURRICULUM DEVELOPMENT  
CENTER.  
MF AVAILABLE IN VT-ERIC SET.  
PUBLICATIONS DISTRIBUTION UNIT, THE  
STATE EDUCATION DEPARTMENT, ALBANY,  
NEW YORK 12224 (\$ .75)  
PUB DATE - 68 57P.

DESCRIPTORS - \*AUTO MECHANICS  
(OCCUPATION); TRADE AND INDUSTRIAL  
EDUCATION; AUTO MECHANICS;  
MECHANICS (PROCESS); POWER  
MECHANICS; MOTOR VEHICLES;  
\*CURRICULUM GUIDES; \*COURSE CONTENT  
IDENTIFIERS - \*AUTOMOTIVE SERVICE  
OCCUPATIONS

ABSTRACT - TRADE TEACHERS WORKING  
TOGETHER IN WORKSHOPS DEVELOPED AN  
OCCUPATIONAL ANALYSIS CHART FOR  
AUTOMOTIVE SERVICES, FIRST LISTING  
BASIC JOBS, AND IN SEPARATE  
COLUMNS, LISTING JOBS REQUIRING  
ADDITIONAL EXPERIENCE OR TRAINING.  
FROM THIS CHART, THE SUGGESTED  
OUTLINE OF SERVICES WAS DEVELOPED  
AS A TEACHING GUIDE FOR VOCATIONAL  
TEACHER USE IN DEVELOPING PROGRAMS  
TO TRAIN STUDENTS IN GENERAL  
MAINTENANCE AND REPAIR OF  
AUTOMOBILE SYSTEMS OR PARTS. THE  
OUTLINE INCLUDES: (1) THE SYSTEMS  
IN AN AUTOMOBILE GROUPED INTO  
SERVICE STATION, POWER PLANT, OR  
CHASSIS SERVICES, AND LISTED  
ACCORDING TO LEVEL OF COMPLEXITY,  
(2) THE TASKS INVOLVED IN SERVICING  
THESE SYSTEMS, (3) KNOWLEDGE OR  
CONCEPTS NEEDED TO PERFORM THE  
TASKS, AND (4) SUGGESTIONS FOR  
TEACHING THESE CONCEPTS. THE  
MATERIAL CAN BE COVERED IN 2 YEARS,  
USING 3 CLASSROOM PERIODS EACH DAY.  
(DM)

VT 010 805  
ABC'S OF HAND TOOLS; THEIR CORRECT  
USAGE AND CARE.

GENERAL MOTORS CORP., DETROIT,  
MICH.  
DOCUMENT NOT AVAILABLE FROM EDRS.  
PUBLIC RELATIONS STAFF, GENERAL  
MOTORS CORPORATION, GENERAL MOTORS  
BUILDING, DETROIT, MICHIGAN 48202.  
PUB DATE - 45 51P.

DESCRIPTORS - \*HAND TOOLS;  
\*INDUSTRIAL ARTS; LABORATORY  
SAFETY; TECHNICAL ILLUSTRATIONS

ABSTRACT - ORIGINALLY PREPARED FOR  
USE AS A TRAINING MANUAL FOR  
MECHANICS IN THE UNITED STATES  
ARMED FORCES, THIS PUBLICATION MAY  
BE HELPFUL ALSO TO THE CIVILIAN  
MECHANIC, HIGH SCHOOL STUDENT OR  
AMATEUR REPAIRMAN. THE PAMPHLET  
INCLUDES INFORMATION ABOUT THE  
PROPER USE OF THE FOLLOWING HAND  
TOOLS: SCREWDRIVERS, MACHINIST  
HAMMERS, PLIERS, WRENCHES, CHISELS,  
PUNCHES, FILES, HACKSAWS, FEELER  
GAGES, STEEL RULES, MICROMETERS,  
SCREW EXTRACTORS, AND CARPENTER'S  
TOOLS. IN ADDITION, AN EXPLANATION  
IS GIVEN OF ENGLISH AND METRIC  
MEASURING UNITS. ILLUSTRATIONS OF  
TOOLS, AND CARTOONS SHOWING THE  
EFFECTS OF USING TOOLS THE WRONG  
WAY EXPAND UPON THE TEXT. A  
GLOSSARY OF HAND TOOLS IS GIVEN.  
(GR)

VT 011 024  
SUGGESTED SYLLABUS IN TECHNICAL  
SUBJECTS, INSTRUMENTATION, AND  
CONTROL SYSTEMS.

NEW YORK STATE EDUCATION DEPT.,  
ALBANY. BUREAU OF SECONDARY  
CURRICULUM DEVELOPMENT.  
MF AVAILABLE IN VT-ERIC SET.  
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PUB DATE - 70 51P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*TECHNICAL EDUCATION;  
\*INSTRUMENTATION; \*INSTRUMENTATION  
TECHNICIANS; TECHNICAL OCCUPATIONS;  
SECONDARY GRADES

ABSTRACT - PREPARED BY A COMMITTEE  
OF EXPERIENCED TECHNICAL  
INSTRUMENTATION TEACHERS, THIS  
CURRICULUM IN INSTRUMENTATION AND  
CONTROL SYSTEMS IS DESIGNED AS A 2-  
OR 3-YEAR HIGH SCHOOL PROGRAM TO  
PREPARE STUDENTS FOR ENTRANCE INTO  
INDUSTRY AS INSTRUMENTATION  
TECHNICIANS, OR FOR CONTINUED  
EDUCATION ON AN ADVANCED LEVEL IN A  
TECHNICAL INSTITUTE, JUNIOR, OR 4-

YEAR COLLEGE PROGRAM. CONTENTS INCLUDE BRIEF INTRODUCTORY MATERIAL, REGENTS ENDORSEMENT REQUIREMENTS, TEACHER INFORMATION, SUGGESTED CURRICULUM SCHEDULE, COURSE DESCRIPTIONS, AND TOPICAL OUTLINES FOR: (1) INSTRUMENTATION, (2) INSTRUMENTATION DRAWING, (3) INSTRUMENTATION CHEMISTRY, (4) INSTRUMENTATION MATHEMATICS, AND (5) INSTRUMENTATION PHYSICS. A BIBLIOGRAPHY AND PUBLISHER ADDRESS LIST ARE ALSO PROVIDED. THE MATERIAL COVERED REPRESENTS THE MINIMUM CONTENT TO BE TAUGHT AND CONSTITUTE THE SCOPE OF THE NEW YORK STATE COMPREHENSIVE TECHNICAL EDUCATION. (AW)

## VT 011 030

SYLLABUS OF RELATED TRAINING FOR APPRENTICES (FOUR YEARS): TOOLMAKER, DIE MAKER, MOLDMAKER, AND MACHINIST.

NATIONAL TOOL, DIE, AND PRECISION MACHINING ASSOCIATION, WASHINGTON, D.C. CURRICULUM SUB-COMMITTEE. DOCUMENT NOT AVAILABLE FROM EDRS. THE NATIONAL TOOL, DIE AND PRECISION MACHINING ASSOCIATION, 1411 K STREET, N.W., WASHINGTON, D.C. 20005 (\$9.95). 256P. PUB DATE - 69

DESCRIPTORS - \*APPRENTICESHIPS; \*TRADE AND INDUSTRIAL EDUCATION; \*CURRICULUM GUIDES; TOOL AND DIE MAKERS; MACHINISTS IDENTIFIERS - \*RELATED TRAINING

ABSTRACT - DEVELOPED BY THE CURRICULUM SUB-COMMITTEE OF THE APPRENTICESHIP AND TRAINING COMMITTEE, THIS GUIDE CONTAINS A 4-YEAR SYLLABUS FOR TOOLMAKER, DIE MAKER, MOLDMAKER, AND MACHINIST PROGRAMS WHICH SHOULD BE USEFUL TO THE SHOP OWNER, INSTRUCTOR, OR VOCATIONAL OR TECHNICAL SCHOOL DIRECTOR IN PLANNING AN UP-TO-DATE APPRENTICESHIP TRAINING PROGRAM. THE CURRICULUM HAS BEEN DEVELOPED ON THE BASIS OF TOOL AND DIE APPRENTICESHIP STANDARDS AS ESTABLISHED BY THE APPRENTICESHIP AND TRAINING COMMITTEE OF THE NATIONAL TOOL, DIE AND PRECISION

MACHINING ASSOCIATION, AND INCORPORATES CERTAIN RECOMMENDATIONS AND GUIDELINES AS A RESULT OF CHANGES IN EQUIPMENT AND OF MODERNIZING INDUSTRIAL PRACTICES. THE 4-YEAR CURRICULUM IS OUTLINED IN ADDITION TO INDIVIDUAL SEMESTER OUTLINES, EACH GIVING: (1) A LIST OF ITEMS FOR PRIOR PREPARATION BY INSTRUCTOR, (2) TEXT AND REFERENCE MATERIALS, AND (3) INDIVIDUAL SESSION OUTLINES WHICH INCLUDE HOME WORK ASSIGNMENTS. (GR)

## VT 011 045

LOAD CALCULATION: RESIDENTIAL HEATING AND AIR CONDITIONING. TEACHING MANUAL.

LENNOX INDUSTRIES, INC., MARSHALLTOWN, IOWA. DOCUMENT NOT AVAILABLE FROM EDRS. LENNOX INDUSTRIES, INC., EDUCATIONAL DIVISION, P.O. BOX 250, MARSHALLTOWN, IOWA 50158 PUB DATE - 69 100P.

DESCRIPTORS - COURSE CONTENT; \*UNITS OF STUDY (SUBJECT FIELDS); BUILDING TRADES; \*THERMAL ENVIRONMENT; \*SALES WORKERS; MERCHANDISE INFORMATION; \*CALCULATION; STATISTICAL DATA; \*TEACHING GUIDES IDENTIFIERS - LENNOX EDUCATIONAL DIVISION; \*RESIDENTIAL LOAD CALCULATION

ABSTRACT - THIS MANUAL IS FOR TEACHER USE IN PLANNING A TRAINING PROGRAM TO PREPARE SALESMEN FOR WARM AIR DEALERS OR CONTRACTORS TO CALCULATE HEAT GAIN AND LOSS OF A RESIDENTIAL STRUCTURE. DEVELOPED BY THE LENNOX EDUCATIONAL DIVISION AND TESTED IN OVER 25 CLASSES DURING ONE YEAR, THE MATERIAL COVERS APPROXIMATELY 25 HOURS. THE DOCUMENT CONTAINS LINE DRAWINGS AND LOAD CALCULATION COMPUTATION CHARTS. SUPPLEMENTAL MATERIALS NEEDED ARE PSYCHROMETRIC CHARTS, LOAD CALCULATION FORMS AND WORK SHEETS. RELATED DOCUMENTS ARE AVAILABLE AS VT 011 046 AND VT 011 047 (BOTH IN THIS ISSUE). (GR)

## VT 011 046

LOAD CALCULATION FOR HEATING AND AIR CONDITIONING.

LENNOX INDUSTRIES, INC.,  
MARSHALLTOWN, IOWA.  
DOCUMENT NOT AVAILABLE FROM EDRS.  
LENNOX INDUSTRIES, INC.,  
EDUCATIONAL DIVISION, P.O. BOX 250,  
MARSHALLTOWN, IOWA 50158.  
PUB DATE - 68 71P.

DESCRIPTORS - TRADE AND INDUSTRIAL EDUCATION; \*CALCULATION; BUILDING TRADES; \*THERMAL ENVIRONMENT; \*STATISTICAL DATA; \*TABLES (DATA) IDENTIFIERS - LENNOX EDUCATIONAL DIVISION; \*LOAD FACTORS

ABSTRACT - THIS MANUAL, CONTAINING UP-TO-DATE TABLES FOR FIGURING BOTH HEAT GAIN AND HEAT LOSS, SERVES AS A SIMPLIFIED AND PRACTICAL SOURCE FOR THE FACTORS REQUIRED IN NORMAL LOAD CALCULATIONS. IT IS SUGGESTED THAT WHERE THERE IS UNUSUAL CONSTRUCTION, SPECIFIC DESIGN REQUIREMENTS, SPECIAL CODES OR A REQUIREMENT FOR EXTREME ACCURACY, ONE SHOULD REFER TO LOCAL CODES. THE FOUR SECTIONS IN THE MANUAL ARE: (1) GENERAL DESIGN CONDITIONS IN THE UNITED STATES AND CANADA, (2) HEAT LOSS TABLES, (3) RESIDENTIAL HEAT GAIN TABLES, AND (4) COMMERCIAL HEAT GAIN TABLES. ALL OF THE TABLES MAY BE USED IN CONJUNCTION WITH THE LENNOX HEATING AND COOLING DATA SHEETS. RELATED DOCUMENTS ARE AVAILABLE AS VT 011 045 AND VT 011 047 (BOTH IN THIS ISSUE). (AUTHOR/GR)

## VT 011 153

THE WORLD OF ELECTRICITY AND ELECTRONICS; INTRODUCTION AND PARTS I-V.

MICHIGAN BELL TELEPHONE CO.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JAN69 358P.

DESCRIPTORS - \*ELECTRICITY; \*ELECTRONICS; \*PROGRAMED INSTRUCTION; TEACHING METHODS; AUTO INSTRUCTIONAL AIDS; \*PROGRAMED MATERIALS; \*INDUSTRIAL ARTS; COURSE DESCRIPTIONS; TRADE AND INDUSTRIAL

## EDUCATION; ELECTRONIC TECHNICIANS

ABSTRACT - DEVELOPED BY THE MICHIGAN BELL TELEPHONE COMPANY, THIS FIVE-PART PROGRAMED SELF-INSTRUCTION COURSE ON ELECTRICITY AND ELECTRONICS DEFINES ELECTRICITY AND ELECTRONICS AND SHOWS HOW ELECTRICITY BEHAVES WHEN IT IS PUT TO WORK. THE PARTS, EACH INCLUDING SEVERAL PRESENTATIONS WITH CORRESPONDING EXERCISES AND SELF-QUIZES, COVER TERMINOLOGY, THE DIFFERENT PARTS USED IN ELECTRIC CIRCUITS AND CAPACITORS, AND THE WAY THESE WORK. LINE DRAWINGS ILLUSTRATE THE VARIOUS CONCEPTS. (GR)

## VT 011 299

CURRICULUM GUIDE FOR GRADES 9-12.

KANSAS CITY CITY PUBLIC SCHOOLS,  
MO.  
MF AVAILABLE IN VT-ERIC SET.  
S C-CURR-BULL-146  
BUSINESS SERVICES DIVISION, 601  
BOARD OF EDUCATION BUILDING, 1211  
MCGEE STREET, KANSAS CITY, MISSOURI  
64106 (\$2.50).  
PUB DATE - 64 171P.

DESCRIPTORS - \*CURRICULUM GUIDES; \*INDUSTRIAL ARTS; \*DRAFTING; \*GRAPHIC ARTS; TECHNICAL EDUCATION; SECONDARY GRADES

ABSTRACT - THIS GUIDE IS INTENDED TO AID KANSAS CITY SCHOOL ADMINISTRATORS AND INDUSTRIAL ARTS TEACHERS IN PLANNING AND CONDUCTING A COORDINATED CITY-WIDE DRAFTING PROGRAM FOR GRADES 9-12. BRIEF INTRODUCTORY INFORMATION ON THE ROLE OF ADMINISTRATOR AND COUNSELOR, PROGRAM PHILOSOPHY, THE ROLE OF THE DRAFTING TEACHER, AND GENERAL OBJECTIVES OF THE SECONDARY SCHOOLS' DRAFTING PROGRAM IS FOLLOWED BY FOUR DETAILED COURSE OUTLINES, ONE FOR EACH GRADE LEVEL, EMPHASIZING PROPER COURSE SEQUENCE AND INCREASING SKILL AND COMPETENCE. EACH OF THE FOUR MAJOR SECTIONS IS SUBDIVIDED INTO SPECIFIC INSTRUCTIONAL UNITS PROVIDING OVERVIEW, OBJECTIVES, SUGGESTED LEARNING EXPERIENCES,

SUGGESTED TEACHING TECHNIQUES, SUPPLEMENTARY MATERIALS, STUDENT ACTIVITIES AND PROJECTS, PROFESSIONAL AIDS, VOCABULARY, AND EVALUATION TECHNIQUES. PROGRAMS FOR GRADES 9 AND 10 COVER BASIC FUNDAMENTALS OF DRAFTING AND DRAFTING EQUIPMENT, WHILE THE 11TH AND 12TH GRADE PROGRAMS ARE FURTHER BROKEN DOWN INTO ARCHITECTURAL AND MECHANICAL SECTIONS, AND ARE CONCERNED WITH MORE ADVANCED ASPECTS OF DRAFTING. RESOURCE UNITS ARE ALSO PROVIDED FOR GRADES 11 AND 12. SUGGESTIONS FOR STUDENT OCCUPATIONAL GUIDANCE, SAMPLE TESTS, MIMEOGRAPHED LISTS OF COURSE CONTENT AND STUDENT REQUIREMENTS, A STYLE SHEET FOR WRITTEN WORK, AND SUGGESTIONS FOR LESSON PLANNING ARE APPENDED. (AW)

## VT 013 025

GUIDE TO APPRENTICESHIP.

CONNECTICUT STATE APPRENTICESHIP COUNCIL.

CONNECTICUT STATE DEPT. OF LABOR, HARTFORD.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - JUL 67 34P.

DESCRIPTORS - \*SKILLED WORKERS; \*APPRENTICESHIPS; \*SUBPROFESSIONALS; \*MANPOWER DEVELOPMENT; \*GUIDELINES; QUALIFICATIONS; DEFINITIONS; COUNSELING SERVICES; EMPLOYMENT SERVICES; INDUSTRIAL TRAINING; STATE AGENCIES; JOB TRAINING

ABSTRACT - THIS GUIDE HAS BEEN PREPARED TO PROVIDE INFORMATION TO ASSIST STUDENT COUNSELORS IN CONNECTICUT IN THEIR GUIDANCE OF PUPILS, AND SHOULD ALSO PROVE VALUABLE TO INDIVIDUALS INTERESTED IN BECOMING SKILLED CRAFTSMEN. THE DOCUMENT COVERS THE NEED FOR SKILLED WORKERS, THE ORIGIN OF THE APPRENTICESHIP PROGRAMS, GENERAL DEFINITIONS, POINTS FOR CONSIDERATION WHEN COUNSELING PROSPECTIVE APPRENTICES, QUALIFICATIONS NECESSARY, AND ADVANCEMENT OPPORTUNITIES. A SECTION ON QUESTIONS FREQUENTLY ASKED BY STUDENTS, INCLUDING THE

APPROPRIATE ANSWERS, SHOULD BE HELPFUL TO COUNSELORS. THE TRAINING OF TECHNICIANS THROUGH APPRENTICESHIP PROGRAMS IS ALSO OUTLINED. (GEB)

## VT 013 038

ELEMENTS OF CONSTRUCTION TECHNOLOGY, SENIOR DIVISION.

DEPARTMENT OF EDUCATION, OTTAWA (ONTARIO).

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 69 14P.

DESCRIPTORS - \*CURRICULUM GUIDES; \*VOCATIONAL EDUCATION; \*CONSTRUCTION NEEDS; \*ARCHITECTURAL DRAFTING; SAFETY; BIBLIOGRAPHIES; SECONDARY GRADES; TEACHING GUIDES; INDUSTRIAL ARTS; INDUSTRIAL TECHNOLOGY

ABSTRACT - DEVELOPED FOR THE ONTARIO SECONDARY SCHOOLS, THIS CURRICULUM GUIDE IS INTENDED FOR TEACHER USE IN DEVELOPING LESSONS ON THE ELEMENTS OF CONSTRUCTION TECHNOLOGY AND IS DESIGNED FOR USE OVER A 2-YEAR PERIOD. SPECIFIC OBJECTIVES OF THE COURSE INCLUDE DEVELOPING A POSITIVE ATTITUDE TOWARD LEARNING, DEVELOPING THE ABILITY TO THINK IN THREE-DIMENSIONAL CONCEPTS, AND DEVELOPING SKILL IN THE COMMUNICATION OF TECHNICAL TOPICS. THE IMPORTANCE OF SAFETY AND THE VALUE OF FIELD TRIPS ARE BRIEFLY DISCUSSED. THE CONTENT OUTLINE INCLUDES THREE DIVISIONS: (1) THE CORE, (2) ARCHITECTURAL DRAFTING, AND (3) BUILDING CONSTRUCTION PRACTICES. AN EXTENSIVE ANNOTATED BIBLIOGRAPHY FOR EACH DIVISION IS INCLUDED. (GEB)

## VT 013 058

SKILL SHEETS FOR SMALL GASOLINE ENGINES.

IOWA STATE UNIV., AMES. DEPT. OF AGRICULTURAL EDUCATION.; IOWA STATE DEPT. OF PUBLIC INSTRUCTION, DES MOINES.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 70 24P.

DESCRIPTORS - \*WORKSHEETS;  
 AGRICULTURAL ENGINEERING; STUDY  
 GUIDES; ENGINES; SKILL DEVELOPMENT;  
 MECHANICAL SKILLS; MEASUREMENT  
 INSTRUMENTS; MAINTENANCE;  
 \*IDENTIFICATION TESTS;  
 \*INSTRUCTIONAL MATERIALS;  
 \*AGRICULTURAL EDUCATION; TEACHING  
 GUIDES

ABSTRACT - DEVELOPED BY VOCATIONAL  
 AGRICULTURE INSTRUCTORS WHO  
 ATTENDED AN INSERVICE CLASS, THESE  
 SKILL SHEETS ARE FOR TEACHING  
 SPECIFIC SKILLS AND ABILITIES  
 RELATED TO SMALL GASOLINE ENGINES.  
 THE SHEETS COVER THE PROBLEM AREAS  
 OF: (1) MEASURING DEVICES, (2)  
 COMPRESSION, (3) CARBURETION, (4)  
 IGNITION, AND (5) MAINTENANCE AND  
 TROUBLESHOOTING. THE SHEETS INCLUDE  
 STATEMENTS OF WHAT THE OPERATION  
 TEACHES, MATERIALS REQUIRED, PART  
 IDENTIFICATION, OPERATIONAL  
 PROCEDURES, AND AN EVALUATION SCORE  
 SHEET. A PART IDENTIFICATION KEY IS  
 PROVIDED FOR THE SHEETS, AND THE  
 DOCUMENT IS ILLUSTRATED WITH LINE  
 DRAWINGS. (GEB)

VT 013 147  
 REMEDIAL MATH. REVIEW BOOK 1:  
 SUBTRACTION.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
 DEPARTMENT OF LABOR, WASHINGTON,  
 D.C.; YMCA OF GREATER NEW YORK,  
 BROOKLYN, N.Y.  
 MF AVAILABLE IN VT-ERIC SET.  
 PUB DATE - ND 80P.

DESCRIPTORS - \*VOCATIONAL  
 EDUCATION; \*SUBTRACTION; \*REMEDIAL  
 MATHEMATICS; \*STUDY GUIDES;  
 WORKBOOKS; REMEDIAL COURSES;  
 REMEDIAL ARITHMETIC; ILLUSTRATIONS  
 IDENTIFIERS - MANPOWER DEVELOPMENT  
 AND TRAINING ACT PROGRAMS; MDTA  
 PROGRAMS

ABSTRACT - THIS COMBINATION STUDY  
 GUIDE AND WORKBOOK FOR A REMEDIAL  
 MATH COURSE ON SUBTRACTION WAS  
 DEVELOPED UNDER THE MANPOWER  
 DEVELOPMENT AND TRAINING ACT OF  
 1962. CONTENTS ARE PRESENTED IN A  
 STEP-BY-STEP PROCEDURE WITH  
 QUESTIONS TO BE ANSWERED BY

STUDENTS. ILLUSTRATIONS ARE  
 INCLUDED. THIS DOCUMENT IS ONE IN A  
 SERIES OF RELATED DOCUMENTS  
 AVAILABLE IN THIS ISSUE AS VT 013  
 147-VT 013 162. (GB)

VT 013 148  
 REMEDIAL MATH. BOOK 1: WHAT IS A  
 FRACTION?

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
 DEPARTMENT OF LABOR, WASHINGTON,  
 D.C.; YMCA OF GREATER NEW YORK,  
 BROOKLYN, N.Y.  
 MF AVAILABLE IN VT-ERIC SET.  
 PUB DATE - ND 137P.

DESCRIPTORS - \*VOCATIONAL  
 EDUCATION; \*FRACTIONS; \*REMEDIAL  
 MATHEMATICS; \*STUDY GUIDES;  
 WORKBOOKS; REMEDIAL COURSES;  
 REMEDIAL ARITHMETIC; ILLUSTRATIONS  
 IDENTIFIERS - MANPOWER DEVELOPMENT  
 AND TRAINING ACT PROGRAMS; MDTA  
 PROGRAMS

ABSTRACT - THIS COMBINATION STUDY  
 GUIDE AND WORKBOOK FOR A REMEDIAL  
 MATH COURSE ON FRACTIONS WAS  
 DEVELOPED UNDER THE MANPOWER  
 DEVELOPMENT AND TRAINING ACT OF  
 1962. CONTENTS ARE PRESENTED IN A  
 STEP-BY-STEP PROCEDURE WITH  
 QUESTIONS TO BE ANSWERED BY  
 STUDENTS. ILLUSTRATIONS ARE  
 INCLUDED. THIS DOCUMENT IS ONE IN A  
 SERIES OF RELATED DOCUMENTS  
 AVAILABLE IN THIS ISSUE AS VT 013  
 147-VT 013 162. (GB)

VT 013 149  
 REMEDIAL MATH. BOOK 2: BREAKING  
 DOWN FRACTIONS, PART I.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
 DEPARTMENT OF LABOR, WASHINGTON,  
 D.C.; YMCA OF GREATER NEW YORK,  
 BROOKLYN, N.Y.  
 MF AVAILABLE IN VT-ERIC SET.  
 PUB DATE - ND 77P.

DESCRIPTORS - \*VOCATIONAL  
 EDUCATION; \*FRACTIONS; \*REMEDIAL  
 MATHEMATICS; \*STUDY GUIDES;  
 WORKBOOKS; REMEDIAL COURSES;  
 REMEDIAL ARITHMETIC; ILLUSTRATIONS  
 IDENTIFIERS - MANPOWER DEVELOPMENT  
 AND TRAINING ACT PROGRAMS; MDTA



## PROGRAMS

ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK FOR A REMEDIAL MATH COURSE ON BREAKING DOWN FRACTIONS WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. CONTENTS ARE PRESENTED IN A STEP-BY-STEP PROCEDURE WITH QUESTIONS TO BE ANSWERED BY STUDENTS. ILLUSTRATIONS ARE INCLUDED. THIS DOCUMENT IS ONE IN A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013 147-VT 013 162. (GB)I

## VT 013 150

REMEDIAL MATH. BOOK 2: WHAT IS A FRACTION, PART II.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.; YMCA OF GREATER NEW YORK,  
BROOKLYN, N.Y.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 77P.

DESCRIPTORS -- \*VOCATIONAL  
EDUCATION; \*FRACTIONS; \*REMEDIAL  
MATHEMATICS; \*STUDY GUIDES;  
WORKBOOKS; REMEDIAL COURSES;  
REMEDIAL ARITHMETIC; ILLUSTRATIONS  
IDENTIFIERS - MANPOWER DEVELOPMENT  
AND TRAINING ACT PROGRAMS; MDTA  
PROGRAMS

ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK FOR A REMEDIAL MATH COURSE ON FRACTIONS WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. CONTENTS ARE PRESENTED IN A STEP-BY-STEP PROCEDURE WITH QUESTIONS TO BE ANSWERED BY STUDENTS. ILLUSTRATIONS ARE INCLUDED. THIS DOCUMENT IS ONE IN A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013 147-VT 013 162. (GB)I

## VT 013 151

REMEDIAL MATH. BOOK 3: BREAKING DOWN FRACTIONS, PART I.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.; YMCA OF GREATER NEW YORK,  
BROOKLYN, N.Y.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 78P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; \*FRACTIONS; \*REMEDIAL  
MATHEMATICS; \*STUDY GUIDES;  
WORKBOOKS; REMEDIAL COURSES;  
REMEDIAL ARITHMETIC; ILLUSTRATIONS  
IDENTIFIERS - MANPOWER DEVELOPMENT  
AND TRAINING ACT PROGRAMS; MDTA  
PROGRAMS

ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK FOR A REMEDIAL MATH COURSE ON BREAKING DOWN FRACTIONS WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. CONTENTS ARE PRESENTED IN A STEP-BY-STEP PROCEDURE WITH QUESTIONS TO BE ANSWERED BY STUDENTS. ILLUSTRATIONS ARE INCLUDED. THIS DOCUMENT IS ONE IN A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013 147-VT 013 162. (GB)I

## VT 013 152

REMEDIAL MATH. BOOK 3: BREAKING DOWN FRACTIONS, PART II.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.; YMCA OF GREATER NEW YORK,  
BROOKLYN, N.Y.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 85P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; \*FRACTIONS; \*REMEDIAL  
MATHEMATICS; \*STUDY GUIDES;  
WORKBOOKS; REMEDIAL COURSES;  
REMEDIAL ARITHMETIC; ILLUSTRATIONS  
IDENTIFIERS - MANPOWER DEVELOPMENT  
AND TRAINING ACT PROGRAMS; MDTA  
PROGRAMS

ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK FOR A REMEDIAL MATH COURSE ON BREAKING DOWN FRACTIONS WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. CONTENTS ARE PRESENTED IN A STEP-BY-STEP PROCEDURE WITH QUESTIONS TO BE ANSWERED BY STUDENTS. ILLUSTRATIONS ARE INCLUDED. THIS DOCUMENT IS ONE IN A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013

147-VT 013 162. (GB)!

**VT 013 153**

REMEDIAL MATH. BOOK 4: FRACTIONS.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.; YMCA OF GREATER NEW YORK,  
BROOKLYN, N.Y.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 129P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; \*FRACTIONS; \*REMEDIAL  
MATHEMATICS; \*STUDY GUIDES;  
WORKBOOKS; REMEDIAL COURSES;  
REMEDIAL ARITHMETIC; ILLUSTRATIONS  
IDENTIFIERS - MANPOWER DEVELOPMENT  
AND TRAINING ACT PROGRAMS; MDTA  
PROGRAMS

ABSTRACT - THIS COMBINATION STUDY  
GUIDE AND WORKBOOK FOR A REMEDIAL  
MATH COURSE ON FRACTIONS WAS  
DEVELOPED UNDER THE MANPOWER  
DEVELOPMENT AND TRAINING ACT OF  
1962. CONTENTS ARE PRESENTED IN A  
STEP-BY-STEP PROCEDURE WITH  
QUESTIONS TO BE ANSWERED BY  
STUDENTS. ILLUSTRATIONS ARE  
INCLUDED. THIS DOCUMENT IS ONE IN A  
SERIES OF RELATED DOCUMENTS  
AVAILABLE IN THIS ISSUE AS VT 013  
147-VT 013 162. (GB)!

**VT 013 154**

REMEDIAL MATH. BOOK 4: BREAKING  
DOWN FRACTIONS, PART II.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.; YMCA OF GREATER NEW YORK,  
BROOKLYN, N.Y.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 86P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; \*FRACTIONS; \*REMEDIAL  
MATHEMATICS; \*STUDY GUIDES;  
WORKBOOKS; REMEDIAL COURSES;  
REMEDIAL ARITHMETIC; ILLUSTRATIONS  
IDENTIFIERS - MANPOWER DEVELOPMENT  
AND TRAINING ACT PROGRAMS; MDTA  
PROGRAMS

ABSTRACT - THIS COMBINATION STUDY  
GUIDE AND WORKBOOK FOR A REMEDIAL  
MATH COURSE ON BREAKING DOWN

FRACTIONS WAS DEVELOPED UNDER THE  
MANPOWER DEVELOPMENT AND TRAINING  
ACT OF 1962. CONTENTS ARE PRESENTED  
IN A STEP-BY-STEP PROCEDURE WITH  
QUESTIONS TO BE ANSWERED BY  
STUDENTS. ILLUSTRATIONS ARE  
INCLUDED. THIS DOCUMENT IS ONE IN A  
SERIES OF RELATED DOCUMENTS  
AVAILABLE IN THIS ISSUE AS VT 013  
147-VT 013 162. (GB)!

**VT 013 155**

REMEDIAL MATH. BOOK 5: ADDITION AND  
SUBTRACTION OF FRACTIONS.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.; YMCA OF GREATER NEW YORK,  
BROOKLYN, N.Y.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND B2P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; ADDITION; SUBTRACTION;  
\*FRACTIONS; \*REMEDIAL MATHEMATICS;  
\*STUDY GUIDES; WORKBOOKS; REMEDIAL  
COURSES; REMEDIAL ARITHMETIC;  
ILLUSTRATIONS  
IDENTIFIERS - MANPOWER DEVELOPMENT  
AND TRAINING ACT PROGRAMS; MDTA  
PROGRAMS

ABSTRACT - THIS COMBINATION STUDY  
GUIDE AND WORKBOOK FOR A REMEDIAL  
MATH COURSE ON ADDITION AND  
SUBTRACTION OF FRACTIONS WAS  
DEVELOPED UNDER THE MANPOWER  
DEVELOPMENT AND TRAINING ACT OF  
1962. CONTENTS ARE PRESENTED IN A  
STEP-BY-STEP PROCEDURE WITH  
QUESTIONS TO BE ANSWERED BY  
STUDENTS. ILLUSTRATIONS ARE  
INCLUDED. THIS DOCUMENT IS ONE IN A  
SERIES OF RELATED DOCUMENTS  
AVAILABLE IN THIS ISSUE AS VT 013  
147-VT 013 162. (GB)!

**VT 013 156**

REMEDIAL MATH. BOOK 5: FRACTIONS  
GREATER THAN 1. PART 1: WHAT IS A  
MIXED NUMBER?

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.; YMCA OF GREATER NEW YORK,  
BROOKLYN, N.Y.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 121P.

DESCRIPTORS - \*VOCATIONAL EDUCATION; \*FRACTIONS; \*REMEDIAL MATHEMATICS; \*STUDY GUIDES; WORKBOOKS; REMEDIAL COURSES; REMEDIAL ARITHMETIC; ILLUSTRATIONS; ARITHMETIC IDENTIFIERS - MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK FOR A REMEDIAL MATH COURSE ON FRACTIONS AND MIXED NUMBERS WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. CONTENTS ARE PRESENTED IN A STEP-BY-STEP PROCEDURE WITH QUESTIONS TO BE ANSWERED BY STUDENTS. ILLUSTRATIONS ARE INCLUDED. THIS DOCUMENT IS ONE IN A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013 147-VT 013 162. (GB)|

#### VT 013 157

REMEDIAL MATH. BOOK 6: FRACTIONS THAT EQUAL 1.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.; YMCA OF GREATER NEW YORK,  
BROOKLYN, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 96P.

DESCRIPTORS - \*VOCATIONAL EDUCATION; \*FRACTIONS; \*REMEDIAL MATHEMATICS; \*STUDY GUIDES; REMEDIAL COURSES; REMEDIAL ARITHMETIC; ILLUSTRATIONS; WORKBOOKS IDENTIFIERS - MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK FOR A REMEDIAL MATH COURSE ON FRACTIONS THAT EQUAL ONE WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. CONTENTS ARE PRESENTED IN A STEP-BY-STEP PROCEDURE WITH QUESTIONS TO BE ANSWERED BY STUDENTS. ILLUSTRATIONS ARE INCLUDED. THIS DOCUMENT IS ONE IN A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013

147-VT 013 162. (GB)|

#### VT 013 158

REMEDIAL MATH. BOOK 7: FRACTIONS THAT ARE LARGER THAN 1. CHANGING FRACTIONS LARGER THAN 1 TO MIXED NUMBERS.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.; YMCA OF GREATER NEW YORK,  
BROOKLYN, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 104P.

DESCRIPTORS - \*VOCATIONAL EDUCATION; \*FRACTIONS; \*REMEDIAL MATHEMATICS; \*STUDY GUIDES; WORKBOOKS; REMEDIAL COURSES; REMEDIAL ARITHMETIC; ILLUSTRATIONS IDENTIFIERS - MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK FOR A REMEDIAL MATH COURSE ON CHANGING FRACTIONS LARGER THAN ONE TO MIXED NUMBERS WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. CONTENTS ARE PRESENTED IN A STEP-BY-STEP PROCEDURE WITH QUESTIONS TO BE ANSWERED BY STUDENTS. ILLUSTRATIONS ARE INCLUDED. THIS DOCUMENT IS ONE IN A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013 147-VT 013 162. (GB)|

#### VT 013 159

REMEDIAL MATH. BOOK 8: CHANGING FRACTIONS GREATER THAN 1 TO MIXED NUMBERS.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.; YMCA OF GREATER NEW YORK,  
BROOKLYN, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 101P.

DESCRIPTORS - \*VOCATIONAL EDUCATION; \*FRACTIONS; \*REMEDIAL MATHEMATICS; \*STUDY GUIDES; REMEDIAL COURSES; WORKBOOKS; REMEDIAL ARITHMETIC; ILLUSTRATIONS IDENTIFIERS - MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA



## PROGRAMS

ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK FOR A REMEDIAL MATH COURSE ON CHANGING FRACTIONS GREATER THAN ONE TO MIXED NUMBERS WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. CONTENTS ARE PRESENTED IN A STEP-BY-STEP PROCEDURE WITH QUESTIONS TO BE ANSWERED BY STUDENTS. ILLUSTRATIONS ARE INCLUDED. THIS DOCUMENT IS ONE IN A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013 147-VT 013 162. (GB)

## VT 013 160

REMEDIAL MATH. BOOK 9: WHAT IS A DECIMAL FRACTION, PART I.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.; YMCA OF GREATER NEW YORK,  
BROOKLYN, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 118P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; \*DECIMAL FRACTIONS;  
NUMBERS; \*REMEDIAL MATHEMATICS;  
\*STUDY GUIDES; WORKBOOKS; REMEDIAL  
COURSES; REMEDIAL ARITHMETIC;  
ILLUSTRATIONS  
IDENTIFIERS - MANPOWER DEVELOPMENT  
AND TRAINING ACT PROGRAMS; MDTA  
PROGRAMS

ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK FOR A REMEDIAL MATH COURSE ON DECIMAL FRACTIONS WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. CONTENTS ARE PRESENTED IN A STEP-BY-STEP PROCEDURE WITH QUESTIONS TO BE ANSWERED BY STUDENTS. ILLUSTRATIONS ARE INCLUDED. THIS DOCUMENT IS ONE IN A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013 147-VT 013 162. (GB)

## VT 013 161

REMEDIAL MATH. BOOK 10: WHAT IS A DECIMAL FRACTION, PART II.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,

D.C.; YMCA OF GREATER NEW YORK,  
BROOKLYN, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 128P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; \*DECIMAL FRACTIONS;  
FRACTIONS; \*REMEDIAL MATHEMATICS;  
\*STUDY GUIDES; WORKBOOKS; REMEDIAL  
COURSES; REMEDIAL ARITHMETIC;  
ILLUSTRATIONS  
IDENTIFIERS - MANPOWER DEVELOPMENT  
AND TRAINING ACT PROGRAMS; MDTA  
PROGRAMS

ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK FOR A REMEDIAL MATH COURSE ON DECIMAL FRACTIONS WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. CONTENTS ARE PRESENTED IN A STEP-BY-STEP PROCEDURE WITH QUESTIONS TO BE ANSWERED BY STUDENTS. ILLUSTRATIONS ARE INCLUDED. THIS DOCUMENT IS ONE IN A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013 147-VT 013 162. (GB)

## VT 013 162

REMEDIAL MATH. BOOK 11: WHAT IS A DECIMAL FRACTION, PART III.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.; YMCA OF GREATER NEW YORK,  
BROOKLYN, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 126P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; \*DECIMAL FRACTIONS;  
FRACTIONS; \*REMEDIAL MATHEMATICS;  
\*STUDY GUIDES; WORKBOOKS; REMEDIAL  
COURSES; REMEDIAL ARITHMETIC;  
ILLUSTRATIONS  
IDENTIFIERS - MANPOWER DEVELOPMENT  
AND TRAINING ACT PROGRAMS; MDTA  
PROGRAMS

ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK FOR A REMEDIAL MATH COURSE ON DECIMAL FRACTIONS WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. CONTENTS ARE PRESENTED IN A STEP-BY-STEP PROCEDURE WITH QUESTIONS TO BE ANSWERED BY

STUDENTS. ILLUSTRATIONS ARE INCLUDED. THIS DOCUMENT IS ONE IN A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013 147-VT 013 162. (GB)|

#### VT 013 163

MACHINE SHOP COURSE. BOOK 0:  
WORKSHOP MATH ON DECIMAL ADDITION.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.; YMCA OF GREATER NEW YORK,  
BROOKLYN, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 143P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL  
EDUCATION; INDUSTRIAL ARTS; METALS;  
\*WORKBOOKS; \*MACHINISTS; MACHINE  
TOOL OPERATORS; \*MATHEMATICS;  
DECIMAL FRACTIONS; ADDITION;  
\*INSTRUCTIONAL MATERIALS  
IDENTIFIERS - MANPOWER DEVELOPMENT  
AND TRAINING ACT PROGRAMS; MDTA  
PROGRAMS

ABSTRACT - THIS COMBINATION STUDY  
GUIDE AND WORKBOOK ON WORKSHOP MATH  
ON DECIMAL ADDITION FOR A BASIC  
MACHINE SHOP COURSE WAS DEVELOPED  
UNDER THE MANPOWER DEVELOPMENT AND  
TRAINING ACT OF 1962. THE CONTENTS  
ARE PRESENTED IN A VERY SIMPLE  
PROGRAMED FORMAT PROVIDING  
QUESTIONS AND ANSWERS FOR STUDENTS.  
THIS DOCUMENT IS ONE OF A SERIES OF  
RELATED DOCUMENTS AVAILABLE IN THIS  
ISSUE AS VT 013 163-VT 013 189, AND  
PART OF A SERIES OF PROGRAMED  
REMEDIAL MATERIALS. (GB)|

#### VT 013 164

MACHINE SHOP COURSE. BOOK 1:  
READING A DRAWING, TYPES OF  
DRAWINGS, TYPES OF LINES.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.; YMCA OF GREATER NEW YORK,  
BROOKLYN, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 128P.

DESCRIPTORS - \*DRAFTING; ORTHOGONAL  
PROJECTION; \*TRADE AND INDUSTRIAL  
EDUCATION; INDUSTRIAL ARTS; STUDY  
GUIDES; \*WORKBOOKS; METALS;

\*MACHINISTS; MACHINE TOOL  
OPERATORS; TESTS; \*INSTRUCTIONAL  
MATERIALS  
IDENTIFIERS - MANPOWER DEVELOPMENT  
AND TRAINING ACT PROGRAMS; MDTA  
PROGRAMS

ABSTRACT - THIS COMBINATION STUDY  
GUIDE AND WORKBOOK ON READING A  
DRAWING, TYPES OF DRAWING, AND  
TYPES OF LINES FOR A BASIC MACHINE  
SHOP COURSE WAS DEVELOPED UNDER THE  
MANPOWER DEVELOPMENT AND TRAINING  
ACT OF 1962. THE CONTENTS ARE  
PRESENTED IN A VERY SIMPLE  
PROGRAMED FORMAT PROVIDING  
QUESTIONS AND ANSWERS FOR STUDENTS.  
ILLUSTRATIONS, DIAGRAMS, A PANEL  
BOOK TO CLARIFY BASIC CONCEPTS, A  
PRETEST, AND A POSTTEST ARE  
INCLUDED. THIS DOCUMENT IS ONE OF A  
SERIES OF RELATED DOCUMENTS  
AVAILABLE IN THIS ISSUE AS VT 013  
163-VT 013 189, AND PART OF A  
SERIES OF PROGRAMED REMEDIAL  
MATERIALS. (GB)|

#### VT 013 165

MACHINE SHOP COURSE. BOOK 2:  
READING A DRAWING, BLUEPRINT  
MARKINGS.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 137P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL  
EDUCATION; INDUSTRIAL ARTS; STUDY  
GUIDES; \*WORKBOOKS; METALS;  
\*MACHINISTS; \*DRAFTING; BLUEPRINTS;  
ORTHOGONAL PROJECTION; MACHINE TOOL  
OPERATORS; TESTS; \*INSTRUCTIONAL  
MATERIALS  
IDENTIFIERS - MANPOWER DEVELOPMENT  
AND TRAINING ACT PROGRAMS; MDTA  
PROGRAMS

ABSTRACT - THIS COMBINATION STUDY  
GUIDE AND WORKBOOK ON READING A  
DRAWING AND BLUEPRINT MARKING FOR A  
BASIC MACHINE SHOP COURSE WAS  
DEVELOPED UNDER THE MANPOWER  
DEVELOPMENT AND TRAINING ACT OF  
1962. THE CONTENTS ARE PRESENTED IN  
A VERY SIMPLE PROGRAMED FORMAT  
PROVIDING QUESTIONS AND ANSWERS FOR

STUDENTS. ILLUSTRATIONS, DIAGRAMS, A PANEL BOOK TO CLARIFY BASIC CONCEPTS, A PRETEST, AND A POSTTEST ARE INCLUDED. THIS DOCUMENT IS ONE OF A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013 163-VT 013 189, AND PART OF A SERIES OF PROGRAMED REMEDIAL MATERIALS. (GEB)

VT 013 166

MACHINE SHOP COURSE. BOOK 3: LAYOUT OF RIGHT ANGLES AND PARALLEL LINES.

BASIC SYSTEMS, INC., NEW YORK, N.Y. DEPARTMENT OF LABOR, WASHINGTON, D.C.; YMCA OF GREATER NEW YORK, BROOKLYN, N.Y.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 39P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; STUDY GUIDES; \*DRAFTING; ORTHOGONAL PROJECTION; \*WORKBOOKS; METALS; \*MACHINISTS; MACHINE TOOL OPERATORS; TESTS; \*INSTRUCTIONAL MATERIALS

IDENTIFIERS - MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK ON LAYOUT OF RIGHT ANGLES AND PARALLEL LINES FOR A BASIC MACHINE SHOP COURSE WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. THE CONTENTS ARE PRESENTED IN A VERY SIMPLE PROGRAMED FORMAT PROVIDING QUESTIONS AND ANSWERS FOR STUDENTS. ILLUSTRATIONS, DIAGRAMS, A PRETEST, AND A POSTTEST ARE INCLUDED. THIS DOCUMENT IS ONE OF A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE, AS VT 013 163-VT 013 189, AND PART OF A SERIES OF PROGRAMED REMEDIAL MATERIALS. (GEB)

VT 013 167

MACHINE SHOP COURSE. BOOK 4: CONSTRUCTION OF ANGLES.

BASIC SYSTEMS, INC., NEW YORK, N.Y. DEPARTMENT OF LABOR, WASHINGTON, D.C.; YMCA OF GREATER NEW YORK, BROOKLYN, N.Y.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 93P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; STUDY GUIDES; \*WORKBOOKS; METALS; \*MACHINISTS; MACHINE TOOL OPERATORS; TESTS; \*INSTRUCTIONAL MATERIALS; \*DRAFTING; ORTHOGONAL PROJECTION

IDENTIFIERS - MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK ON CONSTRUCTION OF ANGLES FOR A BASIC MACHINE SHOP COURSE WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. THE CONTENTS ARE PRESENTED IN A VERY SIMPLE PROGRAMED FORMAT PROVIDING QUESTIONS AND ANSWERS FOR STUDENTS. ILLUSTRATIONS, DIAGRAMS, A PANEL BOOK TO CLARIFY BASIC CONCEPTS, A PRETEST, AND A POSTTEST ARE INCLUDED. THIS DOCUMENT IS ONE OF A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013 163-VT 013 189, AND PART OF A SERIES OF PROGRAMED REMEDIAL MATERIALS. (GEB)

VT 013 168

MACHINE SHOP COURSE. BOOK 5: SHOP MATH.

BASIC SYSTEMS, INC., NEW YORK, N.Y. DEPARTMENT OF LABOR, WASHINGTON, D.C.; YMCA OF GREATER NEW YORK, BROOKLYN, N.Y.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 109P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; \*MATHEMATICS; DECIMAL FRACTIONS; INDUSTRIAL ARTS; STUDY GUIDES; \*WORKBOOKS; METALS; \*MACHINISTS; MACHINE TOOL OPERATORS; TESTS; \*INSTRUCTIONAL MATERIALS

IDENTIFIERS - MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK ON SHOP MATH FOR A BASIC MACHINE SHOP COURSE WAS

DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. THE CONTENTS ARE PRESENTED IN A VERY SIMPLE PROGRAMED FORMAT PROVIDING QUESTIONS AND ANSWERS FOR STUDENTS. A PRETEST AND A POSTTEST ARE INCLUDED. THIS DOCUMENT IS ONE OF A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013 163-VT 013 189, AND PART OF A SERIES OF PROGRAMED REMEDIAL MATERIALS. (GEB)

**VT 013 169**

MACHINE SHOP COURSE. BOOK 6: STEEL RULE SCALES.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.; YMCA OF GREATER NEW YORK,  
BROOKLYN, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 87P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; \*MEASUREMENT INSTRUMENTS; INDUSTRIAL ARTS; STUDY GUIDES; \*WORKBOOKS; METALS; \*MACHINISTS; MACHINE TOOL OPERATORS; TESTS; \*INSTRUCTIONAL MATERIALS  
IDENTIFIERS - MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK ON STEEL RULE SCALES FOR A BASIC MACHINE SHOP COURSE WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. THE CONTENTS ARE PRESENTED IN A VERY SIMPLE PROGRAMED FORMAT PROVIDING QUESTIONS AND ANSWERS FOR STUDENTS. ILLUSTRATIONS, DIAGRAMS, A PANEL BOOK TO CLARIFY BASIC CONCEPTS, A PRETEST, AND A POSTTEST ARE INCLUDED. THIS DOCUMENT IS ONE OF A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013 163-VT 013 189, AND PART OF A SERIES OF PROGRAMED REMEDIAL MATERIALS. (GEB),

**VT 013 170**

MACHINE SHOP COURSE. BOOK 7: MEASURING INSTRUMENTS.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.; YMCA OF GREATER NEW YORK,  
BROOKLYN, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 80P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; \*MEASUREMENT INSTRUMENTS; INDUSTRIAL ARTS; STUDY GUIDES; \*WORKBOOKS; METALS; \*MACHINISTS; MACHINE TOOL OPERATORS; TESTS; \*INSTRUCTIONAL MATERIALS  
IDENTIFIERS - MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK ON MEASURING INSTRUMENTS FOR A BASIC MACHINE SHOP COURSE WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. THE CONTENTS ARE PRESENTED IN A VERY SIMPLE PROGRAMED FORMAT PROVIDING QUESTIONS AND ANSWERS FOR STUDENTS. ILLUSTRATIONS, DIAGRAMS, A PANEL BOOK TO CLARIFY BASIC CONCEPTS, A PRETEST, AND A POSTTEST ARE INCLUDED. THIS DOCUMENT IS ONE OF A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013 163-VT 013 189, AND PART OF A SERIES OF PROGRAMED REMEDIAL MATERIALS. (GEB)

**VT 013 171**

MACHINE SHOP COURSE. BOOK 8: LAYOUT TOOLS.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.; YMCA OF GREATER NEW YORK,  
BROOKLYN, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 62P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; \*HAND TOOLS; MEASUREMENT INSTRUMENTS; INDUSTRIAL ARTS; STUDY GUIDES; \*WORKBOOKS; METALS; \*MACHINISTS; MACHINE TOOL OPERATORS; TESTS; \*INSTRUCTIONAL MATERIALS  
IDENTIFIERS - MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK ON LAYOUT TOOLS FOR A BASIC MACHINE SHOP COURSE WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. THE CONTENTS ARE PRESENTED IN A VERY SIMPLE PROGRAMED FORMAT PROVIDING QUESTIONS AND ANSWERS FOR STUDENTS. ILLUSTRATIONS, DIAGRAMS, A PANEL BOOK TO CLARIFY BASIC CONCEPTS, A PRETEST, AND A POSTTEST ARE INCLUDED. THIS DOCUMENT IS ONE OF A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013 163-VT 013 189, AND PART OF A SERIES OF PROGRAMED REMEDIAL MATERIALS. (GEB)]

VT 013 172  
MACHINE SHOP COURSE. BOOK 9: METAL CHARACTERISTICS.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.; YMCA OF GREATER NEW YORK,  
BROOKLYN, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 60P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL  
EDUCATION; \*PHYSICAL  
CHARACTERISTICS; IDENTIFICATION;  
INDUSTRIAL ARTS; STUDY GUIDES;  
\*WORKBOOKS; MACHINISTS; \*METALS;  
MACHINE TOOL OPERATORS; TESTS;  
\*INSTRUCTIONAL MATERIALS  
IDENTIFIERS - MANPOWER DEVELOPMENT  
AND TRAINING ACT PROGRAMS; MDTA  
PROGRAMS

ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK ON METAL CHARACTERISTICS FOR A BASIC MACHINE SHOP COURSE WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. THE CONTENTS ARE PRESENTED IN A VERY SIMPLE PROGRAMED FORMAT PROVIDING QUESTIONS AND ANSWERS FOR STUDENTS. ILLUSTRATIONS, DIAGRAMS, A PRETEST, AND A POSTTEST ARE INCLUDED. THIS DOCUMENT IS ONE OF A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013 163-VT 013 189, AND PART OF A SERIES OF PROGRAMED REMEDIAL MATERIALS. (GEB)]

VT 013 173  
MACHINE SHOP COURSE. BOOK 10: BENCH TOOLS.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.; YMCA OF GREATER NEW YORK,  
BROOKLYN, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 118P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL  
EDUCATION; \*HAND TOOLS; INDUSTRIAL  
ARTS; STUDY GUIDES; \*WORKBOOKS;  
METALS; \*MACHINISTS; MACHINE TOOL  
OPERATORS; TESTS; \*INSTRUCTIONAL  
MATERIALS  
IDENTIFIERS - MANPOWER DEVELOPMENT  
AND TRAINING ACT PROGRAMS; MDTA  
PROGRAMS

ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK ON BENCH TOOLS FOR A BASIC MACHINE SHOP COURSE WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. THE CONTENTS ARE PRESENTED IN A VERY SIMPLE PROGRAMED FORMAT PROVIDING QUESTIONS AND ANSWERS FOR STUDENTS. ILLUSTRATIONS, DIAGRAMS, A PANEL BOOK TO CLARIFY BASIC CONCEPTS, A PRETEST, AND A POSTTEST ARE INCLUDED. THIS DOCUMENT IS ONE OF A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013 163-VT 013 189, AND PART OF A SERIES OF PROGRAMED REMEDIAL MATERIALS. (GEB)]

VT 013 174  
MACHINE SHOP COURSE. BOOK 11: THE MICROMETER CALIPER.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.; YMCA OF GREATER NEW YORK,  
BROOKLYN, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 113P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL  
EDUCATION; INDUSTRIAL ARTS;  
\*MEASUREMENT INSTRUMENTS; STUDY  
GUIDES; \*WORKBOOKS; METALS;  
\*MACHINISTS; MACHINE TOOL  
OPERATORS; TESTS; \*INSTRUCTIONAL  
MATERIALS  
IDENTIFIERS - MANPOWER DEVELOPMENT



# AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK ON THE MICROMETER CALIPER FOR A BASIC MACHINE SHOP COURSE WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. THE CONTENTS ARE PRESENTED IN A VERY SIMPLE PROGRAMED FORMAT PROVIDING QUESTIONS AND ANSWERS FOR STUDENTS. ILLUSTRATIONS, DIAGRAMS, A PANEL BOOK TO CLARIFY BASIC CONCEPTS, A PRETEST, AND A POSTTEST ARE INCLUDED. THIS DOCUMENT IS ONE OF A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013 163-VT 013 189, AND PART OF A SERIES OF PROGRAMED REMEDIAL MATERIALS. (GEB))

VT 013 175  
MACHINE SHOP COURSE. BOOK 12: USE OF THE OPERATION SHEET.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON, D.C.; YMCA OF GREATER NEW YORK, BROOKLYN, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 63P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; STUDY GUIDES; \*WORKBOOKS; METALS; \*MACHINISTS; \*MACHINE TOOL OPERATORS; TESTS; \*INSTRUCTIONAL MATERIALS; WORKSHEETS  
IDENTIFIERS - MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK ON USE OF THE OPERATION SHEET FOR A BASIC MACHINE SHOP COURSE WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. THE CONTENTS ARE PRESENTED IN A VERY SIMPLE PROGRAMED FORMAT PROVIDING QUESTIONS AND ANSWERS FOR STUDENTS. ILLUSTRATIONS, DIAGRAMS, A PANEL BOOK TO CLARIFY BASIC CONCEPTS, A PRETEST, AND A POSTTEST ARE INCLUDED. THIS DOCUMENT IS ONE OF A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013

163-VT 013 189, AND PART OF A SERIES OF PROGRAMED REMEDIAL MATERIALS. (GEB))

VT 013 176  
MACHINE SHOP COURSE. BOOK 13: SCREW THREAD TERMS.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON, D.C.; YMCA OF GREATER NEW YORK, BROOKLYN, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 82P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; STUDY GUIDES; \*WORKBOOKS; \*METALS; \*MACHINISTS; MACHINE TOOL OPERATORS; TESTS; \*INSTRUCTIONAL MATERIALS  
IDENTIFIERS - MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK ON SCREW THREAD TERMS FOR A BASIC MACHINE SHOP COURSE WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. THE CONTENTS ARE PRESENTED IN A VERY SIMPLE PROGRAMED FORMAT PROVIDING QUESTIONS AND ANSWERS FOR STUDENTS. ILLUSTRATIONS, DIAGRAMS, A PRETEST, AND A POSTTEST ARE INCLUDED. THIS DOCUMENT IS ONE OF A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013 163-VT 013 189, AND PART OF A SERIES OF PROGRAMED REMEDIAL MATERIALS. (GEB))

VT 013 177  
MACHINE SHOP COURSE. BOOK 14: TAPS, DIES, AND REAMERS.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON, D.C.; YMCA OF GREATER NEW YORK, BROOKLYN, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 76P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; \*HAND TOOLS; INDUSTRIAL ARTS; STUDY GUIDES; \*WORKBOOKS; METALS; \*MACHINISTS; MACHINE TOOL OPERATORS; TESTS; \*INSTRUCTIONAL

**MATERIALS  
IDENTIFIERS - MANPOWER DEVELOPMENT  
AND TRAINING ACT PROGRAMS; MDTA  
PROGRAMS**

**ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK ON TAPS, DIES, AND REAMERS FOR A BASIC MACHINE SHOP COURSE WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. THE CONTENTS ARE PRESENTED IN A VERY SIMPLE PROGRAMED FORMAT PROVIDING QUESTIONS AND ANSWERS FOR STUDENTS. ILLUSTRATIONS, DIAGRAMS, A PRETEST, AND A POSTTEST ARE INCLUDED. THIS DOCUMENT IS ONE OF A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013 163-VT 013 189, AND PART OF A SERIES OF REMEDIAL MATERIALS. (GEB)]**

**VT 013 178  
MACHINE SHOP COURSE. BOOK 15: THE  
DRILL PRESS.**

**BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.; YMCA OF GREATER NEW YORK,  
BROOKLYN, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 120P.**

**DESCRIPTORS - \*TRADE AND INDUSTRIAL  
EDUCATION; \*MACHINE TOOLS;  
INDUSTRIAL ARTS; STUDY GUIDES;  
\*WORKBOOKS; \*METALS; \*MACHINISTS;  
MACHINE TOOL OPERATORS; TESTS;  
INSTRUCTIONAL MATERIALS  
IDENTIFIERS - MANPOWER DEVELOPMENT  
AND TRAINING ACT PROGRAMS; MDTA  
PROGRAMS**

**ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK ON THE DRILL PRESS FOR A BASIC MACHINE SHOP COURSE WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. THE CONTENTS ARE PRESENTED IN A VERY SIMPLE PROGRAMED FORMAT PROVIDING QUESTIONS AND ANSWERS FOR STUDENTS. ILLUSTRATIONS, DIAGRAMS, A PANEL BOOK TO CLARIFY BASIC CONCEPTS, A PRETEST, AND A POSTTEST ARE INCLUDED. THIS DOCUMENT IS ONE OF A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013**

**163-VT 013 189, AND PART OF A  
SERIES OF REMEDIAL MATERIALS.  
(GEB)]**

**VT 013 179  
MACHINE SHOP COURSE. BOOK 15A: THE  
ENGINE LATHE.**

**BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.; YMCA OF GREATER NEW YORK,  
BROOKLYN, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 136P.**

**DESCRIPTORS - \*TRADE AND INDUSTRIAL  
EDUCATION; INDUSTRIAL ARTS;  
\*MACHINE TOOLS; STUDY GUIDES;  
\*WORKBOOKS; \*METALS; \*MACHINISTS;  
MACHINE TOOL OPERATORS;  
INSTRUCTIONAL MATERIALS  
IDENTIFIERS - MANPOWER DEVELOPMENT  
AND TRAINING ACT PROGRAMS; MDTA  
PROGRAMS**

**ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK ON THE ENGINE LATHE FOR A BASIC MACHINE SHOP COURSE WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. THE CONTENTS ARE PRESENTED IN A VERY SIMPLE PROGRAMED FORMAT PROVIDING QUESTIONS AND ANSWERS FOR STUDENTS. ILLUSTRATIONS AND DIAGRAMS ARE INCLUDED. THIS DOCUMENT IS ONE IN A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013 163-VT 013 189, AND PART OF A SERIES OF PROGRAMED REMEDIAL MATERIALS. (GEB)]**

**VT 013 180  
MACHINE SHOP COURSE. BOOK 15B: THE  
ENGINE LATHE.**

**BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.; YMCA OF GREATER NEW YORK,  
BROOKLYN, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 65P.**

**DESCRIPTORS - \*TRADE AND INDUSTRIAL  
EDUCATION; INDUSTRIAL ARTS; STUDY  
GUIDES; \*WORKBOOKS; \*METALS;  
\*MACHINISTS; MACHINE TOOL  
OPERATORS; \*MACHINE TOOLS;**

# INSTRUCTIONAL MATERIALS IDENTIFIERS - MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK ON THE ENGINE LATHE FOR A BASIC MACHINE SHOP COURSE WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. THE CONTENTS ARE PRESENTED IN A VERY SIMPLE PROGRAMED FORMAT PROVIDING QUESTIONS AND ANSWERS FOR STUDENTS. ILLUSTRATIONS AND DIAGRAMS ARE INCLUDED. THIS DOCUMENT IS ONE OF A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013 163-VT 013 189, AND PART OF A SERIES OF PROGRAMED REMEDIAL MATERIALS. (GEB)!

VT 013 181  
MACHINE SHOP COURSE. BOOK 16: DRILL PRESS SAFETY REGULATIONS.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.; YMCA OF GREATER NEW YORK,  
BROOKLYN, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 40P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL  
EDUCATION; INDUSTRIAL ARTS; STUDY  
GUIDES; \*WORKBOOKS; \*METALS;  
MACHINISTS; \*SCHOOL SAFETY; MACHINE  
TOOL OPERATORS; \*MACHINE TOOLS;  
TESTS; INSTRUCTIONAL MATERIALS  
IDENTIFIERS - MANPOWER DEVELOPMENT  
AND TRAINING ACT PROGRAMS; MDTA  
PROGRAMS

ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK ON DRILL PRESS SAFETY REGULATIONS FOR A BASIC MACHINE SHOP COURSE WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. THE CONTENTS ARE PRESENTED IN A VERY SIMPLE PROGRAMED FORMAT PROVIDING QUESTIONS AND ANSWERS FOR STUDENTS. ILLUSTRATIONS, DIAGRAMS, A PRETEST, AND A POSTTEST ARE INCLUDED. THIS DOCUMENT IS ONE OF A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013 163-VT 013 189, AND PART OF A SERIES OF PROGRAMED

## REMEDIAL MATERIALS. (GEB)!

VT 013 182  
MACHINE SHOP COURSE. BOOK 17: THE ENGINE LATHE.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.; YMCA OF GREATER NEW YORK,  
BROOKLYN, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 152P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL  
EDUCATION; INDUSTRIAL ARTS; STUDY  
GUIDES; \*WORKBOOKS; \*METALS;  
\*MACHINISTS; MACHINE TOOL  
OPERATORS; TESTS; INSTRUCTIONAL  
MATERIALS; MATHEMATICS; \*MACHINE  
TOOLS  
IDENTIFIERS - MANPOWER DEVELOPMENT  
AND TRAINING ACT PROGRAMS; MDTA  
PROGRAMS

ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK ON THE ENGINE LATHE FOR A BASIC MACHINE SHOP COURSE WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. THE CONTENTS ARE PRESENTED IN A VERY SIMPLE PROGRAMED FORMAT PROVIDING QUESTIONS AND ANSWERS FOR STUDENTS. ILLUSTRATIONS, DIAGRAMS, A PANEL BOOK TO CLARIFY BASIC CONCEPTS, A PRETEST, AND A POSTTEST ARE INCLUDED. THIS DOCUMENT IS ONE OF A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013 163-VT 013 189, AND PART OF A SERIES OF PROGRAMED REMEDIAL MATERIALS. (GEB)!

VT 013 183  
MACHINE SHOP COURSE. BOOK 18: SHOP MATH REVIEW.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.; YMCA OF GREATER NEW YORK,  
BROOKLYN, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 80P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL  
EDUCATION; \*MATHEMATICS; INDUSTRIAL  
ARTS; STUDY GUIDES; \*WORKBOOKS;  
\*METALS; \*MACHINISTS; MACHINE TOOL



OPERATORS; TESTS; INSTRUCTIONAL MATERIALS  
IDENTIFIERS - MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK ON SHOP MATH REVIEW FOR A BASIC MACHINE SHOP COURSE WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. THE CONTENTS ARE PRESENTED IN A VERY SIMPLE PROGRAMED FORMAT PROVIDING QUESTIONS AND ANSWERS FOR STUDENTS. ILLUSTRATIONS, A PRETEST, AND A POSTTEST ARE INCLUDED. THIS DOCUMENT IS ONE OF A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013 163-VT 013 189, AND PART OF A SERIES OF PROGRAMED REMEDIAL MATERIALS. (GEB)

VT 013 184  
MACHINE SHOP COURSE. BOOK 19:  
ENGINE LATHE SAFETY REGULATIONS.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.; YMCA OF GREATER NEW YORK,  
BROOKLYN, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 54P.

DESCRIPTORS - \*MACHINE TOOLS;  
\*TRADE AND INDUSTRIAL EDUCATION;  
INDUSTRIAL ARTS; STUDY GUIDES;  
\*SCHOOL SAFETY; \*WORKBOOKS;  
\*METALS; MACHINISTS; MACHINE TOOL  
OPERATORS; TESTS; INSTRUCTIONAL  
MATERIALS  
IDENTIFIERS - MANPOWER DEVELOPMENT  
AND TRAINING ACT PROGRAMS; MDTA  
PROGRAMS

ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK ON ENGINE LATHE SAFETY REGULATIONS FOR A BASIC MACHINE SHOP COURSE WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. THE CONTENTS ARE PRESENTED IN A VERY SIMPLE PROGRAMED FORMAT PROVIDING QUESTIONS AND ANSWERS FOR STUDENTS. ILLUSTRATIONS, DIAGRAMS, A PANEL BOOK TO CLARIFY BASIC CONCEPTS, A PRETEST, AND A POSTTEST ARE INCLUDED. THIS DOCUMENT IS ONE OF A

SERIES OF RELATED DOCUMENTS  
AVAILABLE IN THIS ISSUE AS VT 013  
163-VT 013 189, AND PART OF A  
SERIES OF PROGRAMED REMEDIAL  
MATERIALS. (GEB)

VT 013 185  
MACHINE SHOP COURSE. BOOK 20: FEEDS  
AND SPEEDS.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.; YMCA OF GREATER NEW YORK,  
BROOKLYN, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 92P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL  
EDUCATION; \*MATHEMATICS;  
CALCULATION; \*MACHINE TOOLS;  
\*WORKBOOKS; INDUSTRIAL ARTS; STUDY  
GUIDES; METALS; \*MACHINISTS;  
MACHINE TOOL OPERATORS; TESTS;  
INSTRUCTIONAL MATERIALS  
IDENTIFIERS - MANPOWER DEVELOPMENT  
AND TRAINING ACT PROGRAMS; MDTA  
PROGRAMS

ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK ON FEEDS AND SPEEDS FOR A BASIC MACHINE SHOP COURSE WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. THE CONTENTS ARE PRESENTED IN A VERY SIMPLE PROGRAMED FORMAT PROVIDING QUESTIONS AND ANSWERS FOR STUDENTS. ILLUSTRATIONS, DIAGRAMS, A PRETEST, AND A POSTTEST ARE INCLUDED. THIS DOCUMENT IS ONE OF A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013 163-VT 013 189, AND PART OF A SERIES OF PROGRAMED REMEDIAL MATERIALS. (GEB)

VT 013 186  
MACHINE SHOP COURSE. BOOK 21: SHOP  
MATH REVIEW.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.; YMCA OF GREATER NEW YORK,  
BROOKLYN, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 92P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL  
EDUCATION; INDUSTRIAL ARTS; STUDY

GUIDES; \*MATHEMATICS; \*REVIEW (REEXAMINATION); \*WORKBOOKS; \*METALS; MACHINISTS; MACHINE TOOL OPERATORS; TESTS; INSTRUCTIONAL MATERIALS  
IDENTIFIERS - MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK ON SHOP MATH REVIEW FOR A BASIC MACHINE SHOP COURSE WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. THE CONTENTS ARE PRESENTED IN A VERY SIMPLE PROGRAMED FORMAT PROVIDING QUESTIONS AND ANSWERS FOR STUDENTS. ILLUSTRATIONS, A PANEL BOOK TO CLARIFY BASIC CONCEPTS, A PRETEST, AND A POSTTEST ARE INCLUDED. THIS DOCUMENT IS ONE OF A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013 163-VT 013 189, AND PART OF A SERIES OF PROGRAMED REMEDIAL MATERIALS. (GEB)

VT 013 187  
MACHINE SHOP COURSE. BOOK 22:  
VERNIER CALIPER.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.; YMCA OF GREATER NEW YORK,  
BROOKLYN, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 64P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; \*MEASUREMENT INSTRUMENTS; HAND TOOLS; INDUSTRIAL ARTS; STUDY GUIDES; \*WORKBOOKS; \*METALS; \*MACHINISTS; MACHINE TOOL OPERATORS; TESTS; INSTRUCTIONAL MATERIALS  
IDENTIFIERS - MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK ON VERNIER CALIPERS FOR A BASIC MACHINE SHOP COURSE WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. THE CONTENTS ARE PRESENTED IN A VERY SIMPLE PROGRAMED FORMAT PROVIDING QUESTIONS AND ANSWERS FOR STUDENTS.

ILLUSTRATIONS, A PANEL BOOK TO CLARIFY BASIC CONCEPTS, A PRETEST, AND A POSTTEST ARE INCLUDED. THIS DOCUMENT IS ONE OF A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013 163-VT 013 189, AND PART OF A SERIES OF PROGRAMED REMEDIAL MATERIALS. (GEB)

VT 013 188  
MACHINE SHOP COURSE. BOOK 23:  
MILLING MACHINE.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.; YMCA OF GREATER NEW YORK,  
BROOKLYN, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 108P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; STUDY GUIDES; \*WORKBOOKS; \*METALS; \*MACHINISTS; MACHINE TOOL OPERATORS; \*MACHINE TOOLS; TESTS; INSTRUCTIONAL MATERIALS  
IDENTIFIERS - MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK ON MILLING MACHINES FOR A BASIC MACHINE SHOP COURSE WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. THE CONTENTS ARE PRESENTED IN A VERY SIMPLE PROGRAMED FORMAT PROVIDING QUESTIONS AND ANSWERS FOR STUDENTS. ILLUSTRATIONS, DIAGRAMS, A PANEL BOOK TO CLARIFY BASIC CONCEPTS, A PRETEST, AND A POSTTEST ARE INCLUDED. THIS DOCUMENT IS ONE OF A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013 163-VT 013 189, AND PART OF A SERIES OF PROGRAMED REMEDIAL MATERIALS. (GEB)

VT 013 189  
MACHINE SHOP COURSE. BOOK 24: THE  
SURFACE GRINDER.

BASIC SYSTEMS, INC., NEW YORK, N.Y.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.; YMCA OF GREATER NEW YORK,  
BROOKLYN, N.Y.  
MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 71P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; \*MACHINE TOOLS; STUDY GUIDES; \*WORKBOOKS; \*METALS; \*MACHINISTS; MACHINE TOOL OPERATORS; TESTS; INSTRUCTIONAL MATERIALS IDENTIFIERS - MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - THIS COMBINATION STUDY GUIDE AND WORKBOOK ON THE SURFACE GRINDER FOR A BASIC MACHINE SHOP COURSE WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. THE CONTENTS ARE PRESENTED IN A VERY SIMPLE PROGRAMED FORMAT PROVIDING QUESTIONS AND ANSWERS FOR STUDENTS. ILLUSTRATIONS, DIAGRAMS, A PANEL BOOK TO CLARIFY BASIC CONCEPTS, A PRETEST, AND A POSTTEST ARE INCLUDED. THIS DOCUMENT IS ONE OF A SERIES OF RELATED DOCUMENTS AVAILABLE IN THIS ISSUE AS VT 013 153-VT 013 189, AND PART OF A SERIES OF PROGRAMED REMEDIAL MATERIALS. (GEB)

VT 013 202  
INDUSTRIAL EDUCATION MATERIALS GUIDE.

FLORIDA STATE DEPT. OF EDUCATION, TALLAHASSEE. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION. MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - FEB69 164P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; \*RESOURCE MATERIALS; \*INSTRUCTIONAL MATERIALS; \*MANUALS; \*AUDIOVISUAL AIDS; INSTRUCTIONAL FILMS; INSTRUCTIONAL AIDS; COMMERCIAL ART; CONSTRUCTION INDUSTRY; DRAFTING; GRAPHIC ARTS; TOOL AND DIE MAKERS

ABSTRACT - DEVELOPED BY THE INDUSTRIAL EDUCATION SECTION OF THE FLORIDA STATE DEPARTMENT OF EDUCATION, THIS RESOURCE GUIDE WAS PREPARED FOR INDUSTRIAL EDUCATION INSTRUCTORS AND OTHER INTERESTED EDUCATORS. THE GUIDE IS A COMPOSITE SOURCE OF AUDIOVISUAL AIDS ON

SUBJECTS SUCH AS (1) AIR CONDITIONING, (2) BLUEPRINT READING, (3) COMMERCIAL ART, (4) DRAFTING, (5) CONSTRUCTION--ELECTRICITY, (6) MACHINERY REPAIR, (7) GRAPHIC ARTS, (8) TILE SETTING, AND (9) TOOL AND DIE MAKING. AUDIOVISUAL AIDS FOR WHICH SOURCES ARE PROVIDED INCLUDE CHARTS, FILMS, BOOKLETS, BOOKS, MANUALS, AND PAMPHLETS. THIS GUIDE WILL BE UPDATED PERIODICALLY. (JS)

VT 013 286  
AUTO BODY REPAIR. TENTATIVE.

MILWAUKEE PUBLIC SCHOOLS, WIS. DIV. OF CURRICULUM AND INSTRUCTION. MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 66 30P.

DESCRIPTORS - \*AUTO BODY REPAIRMEN; \*TRADE AND INDUSTRIAL EDUCATION; \*TEACHING GUIDES; \*SKILL DEVELOPMENT; SECONDARY SCHOOLS; INSTRUCTIONAL MATERIALS; CLASS ACTIVITIES; JOB TRAINING; BIBLIOGRAPHIES; VOCATIONAL EDUCATION; \*CURRICULUM GUIDES

ABSTRACT - DEVELOPED BY THE DIVISION OF CURRICULUM AND INSTRUCTION FOR THE MILWAUKEE PUBLIC SCHOOLS, THIS TENTATIVE TEACHING GUIDE IS FOR INSTRUCTOR USE IN TEACHING AUTO BODY REPAIR. THE UNITS ARE PLANNED FOR TWO HOURS PER DAY AND MAY EXTEND FOR THREE OR FOUR SEMESTERS. IT IS SUGGESTED THAT 80 PERCENT OF THE TIME BE SPENT IN SHOP WORK, AND THE REMAINING 20 PERCENT ON THEORY. SPECIFIC OBJECTIVES ARE TO GIVE A BETTER UNDERSTANDING AND AWARENESS OF THE IMPORTANCE OF AUTOMOTIVE SERVICING, TO DEVELOP GOOD WORK AND SAFETY HABITS, AND TO PROVIDE A KNOWLEDGE OF AUTO BODY REPAIR PROCEDURES. THIS GUIDE CONSISTS OF A COURSE DESCRIPTION, OBJECTIVES, A UNIT OUTLINE, AND A BIBLIOGRAPHY. THE MATERIAL IN THE UNIT OUTLINE IS PRESENTED IN A 4-COLUMN FORMAT. THE FIRST COLUMN LISTS THE AREA OF INTEREST SUCH AS SKILLS, UNDERSTANDINGS, AND AREAS OF WORK, THE SECOND COLUMN LISTS THE SHOP EXERCISES AND ACTIVITIES, THE THIRD

PROVIDES REFERENCES, AND THE FOURTH COLUMN PROVIDES A PLACE FOR INSTRUCTOR'S NOTES. (GEB)

**VT 013 287**

JACOBSON, JOHN; SINN, HAROLD  
ELECTRONICS 1-4.

MILWAUKEE PUBLIC SCHOOLS, WIS.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 65 87P.

DESCRIPTORS - \*INDUSTRIAL ARTS;  
\*ELECTRONICS; \*CURRICULUM GUIDES;  
\*INSTRUCTIONAL MATERIALS; SHOP  
CURRICULUM; ELECTRICITY; REFERENCE  
MATERIALS; FILMS; FILMSTRIPS;  
BIBLIOGRAPHIES; SCHOOL SAFETY;  
RESOURCE MATERIALS; SECONDARY  
GRADES

ABSTRACT - PREPARED FOR THE  
MILWAUKEE PUBLIC SCHOOLS BY MEMBERS  
OF THE ELECTRICITY AND ELECTRONICS  
TEXTBOOK COMMITTEE, THIS CURRICULUM  
GUIDE SHOULD HELP TEACHERS SELECT,  
ORGANIZE, AND PRESENT A 4-SEMESTER  
COURSE IN ELECTRONICS. ELECTRONICS  
1-2 IS DESIGNED FOR USE ONE PERIOD  
DAILY IN GRADE 10 AND CARRIES ONE-  
HALF CREDIT PER SEMESTER, AND  
ELECTRONICS 3-4 IS FOR THE SAME  
TIME PERIOD IN GRADE 11. BRIEF  
COURSE DESCRIPTIONS STATE THE  
OVERALL THEORY, PRACTICES, AND  
OBJECTIVES OF THE COURSES, A  
SECTION ON TOPICS INCLUDED IN SHOP  
EXPERIENCES LISTS THE THEORETICAL  
AND PRACTICE MATERIAL TO BE  
COVERED, AND AN OUTLINE OF THE  
SPECIFIC JOBS BREAKS THE COURSE  
CONTENT INTO UNITS TO BE COVERED,  
REFERENCES USED, FILMS AND  
FILMSTRIPS, JOBS, AND  
DEMONSTRATIONS ON A DETAILED BASIS.  
SAFETY RULES, A BIBLIOGRAPHY, A  
LIST OF FREE AND INEXPENSIVE  
MATERIALS, AND AIDS FOR THE  
INSTRUCTOR ARE ALSO INCLUDED.  
(GEB)

**VT 013 344**

THE DEVELOPMENT OF A TOTAL PROGRAM  
OF EDUCATION FOR THE WORLD OF WORK.  
PART III, FACILITIES AND EQUIPMENT  
GUIDE.

DELAWARE OCCUPATIONAL RESEARCH

COORDINATING UNIT, DOVER.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 50P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; \*MANUALS; \*EDUCATIONAL  
FACILITIES; \*EDUCATIONAL EQUIPMENT;  
\*PROGRAM PLANNING; TECHNICAL  
EDUCATION; INDUSTRIAL ARTS;  
OCCUPATIONAL CLUSTERS; PROGRAM  
DEVELOPMENT

ABSTRACT - DEVELOPED FOR USE AS AN  
EQUIPMENT AND FURNITURE GUIDE, THIS  
MANUAL INCLUDES RELATED INFORMATION  
CONCERNING SIX CLUSTERS OF  
VOCATIONAL OCCUPATIONS, TECHNICAL  
OCCUPATIONS, AND INDUSTRIAL ARTS.  
RECOMMENDED MACHINERY, PORTABLE  
EQUIPMENT, AND FURNITURE ARE  
INCLUDED FOR VARIOUS PROGRAMS SUCH  
AS: (1) DISTRIBUTIVE EDUCATION, (2)  
OFFICE OCCUPATIONS EDUCATION, (3)  
AGRICULTURE, (4) HEALTH  
OCCUPATIONS, (5) TRADE AND  
INDUSTRIAL, AND (6) HOME ECONOMICS.  
ALSO INCLUDED ARE RECOMMENDATIONS  
CONCERNING FACILITIES FOR THESE SIX  
CLUSTERS AND FOR INDUSTRIAL ARTS.  
COST INFORMATION IS NOT PROVIDED IN  
THE MANUAL. RELATED DOCUMENTS ARE  
AVAILABLE AS VT 007 470 (ARM FALL  
1971) AND VT 013 343. (JS)

**VT 013 345**

SHEET METAL; PART THREE, WORKBOOK.

CALIFORNIA STATE DEPT. OF  
EDUCATION, SACRAMENTO. BUREAU OF  
INDUSTRIAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
CALIFORNIA STATE DEPARTMENT OF  
EDUCATION, FISCAL OFFICE. 721  
CAPITOL MALL, SACRAMENTO,  
CALIFORNIA 95814 (\$3.00).  
PUB DATE - 70 160P.

DESCRIPTORS - \*APPRENTICESHIPS;  
\*TRADE AND INDUSTRIAL EDUCATION;  
\*INSTRUCTIONAL MATERIALS;  
WORKBOOKS; \*STUDY GUIDES; UNITS OF  
STUDY (SUBJECT FIELDS); \*SHEET  
METAL WORKERS; SHEET METAL WORK;  
ADULT VOCATIONAL EDUCATION; METAL  
WORKING OCCUPATIONS; SKILLED  
OCCUPATIONS  
IDENTIFIERS - CALIFORNIA

ABSTRACT - AN ADVISORY COMMITTEE OF EMPLOYERS AND EMPLOYEES IN THE SHEETMETAL TRADES AIDED IN DEVELOPING THIS SERIES OF WORKBOOKS FOR APPRENTICES ATTENDING SELECTED TRAINING CLASSES IN SHEET METAL. THIRD IN A SERIES, THIS WORKBOOK CONTAINS THE FOLLOWING MAJOR UNITS: (1) MATHEMATICS, (2) PATTERN DEVELOPMENT, (3) SHOP METHODS, (4) TOOLS AND EQUIPMENT, (5) MATERIALS, (6) WELDING, (7) RIGGING, AND (8) PLASTICS. THE UNITS INCLUDE SUBTOPICS, EACH CONTAINING STUDY GUIDES OR STUDY ASSIGNMENTS. PHOTOGRAPHS, LINE DRAWINGS, AND AN INSTRUCTIONAL MATERIALS LIST ARE INCLUDED. RELATED DOCUMENTS ARE AVAILABLE AS VT 011 059 AND VT 011 060 (AIM WINTER 1970). (GEB)

VT 013 365  
SAFETY TRAINING TECHNIQUES IN THE CLASSROOM.

BUREAU OF LABOR STANDARDS (DOL),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
OSA-LS-180-REVISED  
SUPERINTENDENT OF DOCUMENTS, U.S.  
GOVERNMENT PRINTING OFFICE,  
WASHINGTON, D.C. 20402  
(L16.49:180/2, \$1.10).  
PUB DATE - MAY70 7P.1970  
REVISION.

DESCRIPTORS - \*SAFETY EDUCATION;  
\*TRAINING TECHNIQUES; TEACHING  
TECHNIQUES; MOTIVATION TECHNIQUES;  
MECHANICAL TEACHING AIDS;  
INSTRUCTIONAL MATERIALS

ABSTRACT - THIS SIX PAGE PAMPHLET WAS DEVELOPED TO PROVIDE INSTRUCTORS WITH TIPS TO EFFECTIVELY TEACH SAFETY TECHNIQUES IN THE CLASSROOM. THE TOPICS INCLUDE: (1) WHAT MAKES A GOOD SAFETY INSTRUCTOR, (2) PLANNING A SAFETY TRAINING COURSE, (3) PSYCHOLOGY IN TEACHING SAFETY, (4) SAFETY TRAINING METHODS, (5) MOTIVATION, (6) CLASSROOM CONDITIONS, (7) MECHANICAL ASPECTS OF INSTRUCTION, AND (8) BLACKBOARD TECHNIQUES. THE DOCUMENT IS PROFUSELY ILLUSTRATED WITH SKETCHES. (GEB)

VT 013 416  
GENERAL INDUSTRIAL MECHANICS  
PROGRAM; PLAN AND OUTLINE FOR  
SECONDARY LEVEL.

IDAHO STATE BOARD FOR VOCATIONAL  
EDUCATION, BOISE. DIV. OF TRADE AND  
INDUSTRIAL AND TECHNICAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 70 18P.

DESCRIPTORS - \*MECHANICS (PROCESS);  
\*TRADE AND INDUSTRIAL EDUCATION;  
\*FACILITY GUIDELINES; \*PROGRAM  
GUIDES; \*ESTIMATED COSTS;  
MECHANICAL SKILLS; SECONDARY  
GRADES; EDUCATIONAL EQUIPMENT;  
PROGRAM COSTS; EDUCATIONAL  
PROGRAMS; VOCATIONAL EDUCATION;  
SKILL DEVELOPMENT; OCCUPATIONAL  
CHOICE; CURRICULUM GUIDES;  
REFERENCE MATERIALS

ABSTRACT - DEVELOPED BY THE IDAHO  
STATE ADVISORY COMMITTEE FOR THE  
GENERAL INDUSTRIAL MECHANICS  
PROGRAM, THIS PLANNING GUIDE  
CONTAINS GENERAL SUGGESTIONS THAT  
NEED TO BE FULLY DEVELOPED ON THE  
LOCAL LEVEL FOR ESTABLISHING A  
REIMBURSABLE VOCATIONAL TRADE AND  
INDUSTRIAL PROGRAM IN SMALL LOW-  
ENROLLMENT HIGH SCHOOLS. THE  
PRIMARY OBJECTIVES OF THE PROGRAM  
ARE TO PROVIDE OCCUPATIONAL  
EXPLORATION AND EXPERIMENTATION  
EXPERIENCES THAT WOULD GUIDE  
STUDENTS IN MAKING AN OCCUPATIONAL  
CHOICE, AND TO PREPARE STUDENTS FOR  
ENTRY LEVEL EMPLOYMENT IN THE  
AUTOMOTIVE, FARM EQUIPMENT, SMALL  
ENGINE, OR PLANT MAINTENANCE  
MECHANICS REPAIR FIELD. IT IS  
RECOMMENDED THAT STUDENTS SPEND ONE  
HOUR PER DAY, FIVE DAYS PER WEEK  
THE FIRST YEAR, TWO CONSECUTIVE  
HOURS PER DAY THE SECOND YEAR, AND  
THREE CONSECUTIVE HOURS PER DAY THE  
THIRD YEAR. THE CONTENTS OF THIS  
DOCUMENT CONSIST OF PROGRAM  
OBJECTIVES, A COURSE OUTLINE AND  
OPERATING SCHEDULE, RECOMMENDED  
TEXTBOOKS AND FILMS, RECOMMENDED  
TOOLS AND EQUIPMENT, AND A FACILITY  
LAYOUT. AN ESTIMATED COST OF  
\$76,435.50 FOR THE ESTABLISHMENT OF  
THE PROGRAM IS BASED ON THE 1970



## BRODHEAD-GARRETT CATALOG. (GEB)]

VT 013 417

CONSUMER APPLIANCE AND ELECTRICAL  
MECHANICAL PLAN AND OUTLINE FOR  
SECONDARY LEVEL.

IDAHO STATE BOARD FOR VOCATIONAL  
EDUCATION, BOISE. DIV. OF TRADE AND  
INDUSTRIAL AND TECHNICAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 71 28P.

DESCRIPTORS - \*ELECTROMECHANICAL  
TECHNOLOGY; \*VOCATIONAL EDUCATION;  
ELECTRICAL APPLIANCE SERVICEMEN;  
APPLIANCE REPAIRING; \*TRADE AND  
INDUSTRIAL EDUCATION; \*PROGRAM  
GUIDES; CURRICULUM GUIDES;  
OCCUPATIONAL CHOICE; SKILL  
DEVELOPMENT; SECONDARY GRADES;  
\*ESTIMATED COSTS; SCHOOL SHOPS;  
EDUCATIONAL EQUIPMENT; REFERENCE  
MATERIALS; MECHANICAL SKILLS  
IDENTIFIERS - OCCUPATIONAL  
EXPLORATION

ABSTRACT - THE APPLIANCE SERVICE  
ADVISORY COMMITTEE REVIEWED THE  
CONSUMER APPLIANCE AND ELECTRICAL  
SERVICE PROGRAM FOR THE STATE OF  
IDAHO AND MADE RECOMMENDATIONS  
RESULTING IN THIS PLANNING GUIDE.  
THE GUIDE IS FOR USE IN DEVELOPING  
A COMPLETE COURSE TO PROVIDE  
OCCUPATIONAL EXPLORATION IN THE  
ELECTRO-MECHANICAL AND  
REFRIGERATION FIELDS, AND TO  
PREPARE STUDENTS FOR ENTRY LEVEL  
EMPLOYMENT IN A CLUSTER OF  
ASSOCIATED OCCUPATIONS. THE  
RECOMMENDED COURSE IS BASED ON ONE  
HOUR A DAY, FIVE DAYS A WEEK FOR  
THE FIRST YEAR, TWO CONSECUTIVE  
HOURS A DAY THE SECOND YEAR, AND  
THREE HOURS A DAY THE THIRD YEAR.  
THE CONTENTS OF THIS DOCUMENT  
INCLUDE THE PROGRAM OBJECTIVES, A  
COURSE OUTLINE, OPERATING SCHEDULE,  
RECOMMENDED BOOKS, BASIC TOOLS AND  
EQUIPMENT AND A RECOMMENDED  
FACILITY. AN ESTIMATED COST, BASED  
UPON THE SUGGESTED ENROLLMENT, FOR  
ESTABLISHING THE PROGRAM IS  
OUTLINED IN DETAIL. (GEB)]

VT 013 418

UEDA, SHO;PYWELL, ROLLAND A.

AUTO MECHANICS PROGRAM, PLAN AND  
OUTLINE FOR SECONDARY LEVEL.

IDAHO STATE BOARD FOR VOCATIONAL  
EDUCATION, BOISE. DIV. OF TRADE AND  
INDUSTRIAL AND TECHNICAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 42P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL  
EDUCATION; \*COURSE CONTENT; \*AUTO  
MECHANICS (OCCUPATION);  
OCCUPATIONAL CHOICE; SKILL  
DEVELOPMENT; \*PROGRAM GUIDES;  
CURRICULUM GUIDES; AUTO PARTS MEN;  
SECONDARY GRADES; ESTIMATED COSTS;  
\*EDUCATIONAL EQUIPMENT; EDUCATIONAL  
FACILITIES; REFERENCE MATERIALS;  
MECHANICAL SKILLS; FILMS  
IDENTIFIERS - \*OCCUPATIONAL  
EXPLORATION

ABSTRACT - PREPARED FOR THE IDAHO  
STATE SUPERVISOR OF VOCATIONAL  
TRADE AND INDUSTRIAL EDUCATION,  
THIS PROGRAM GUIDE PROVIDES A BASE  
FOR DEVELOPING A DETAILED COURSE IN  
AUTO SERVICE. THE OBJECTIVES OF THE  
COURSE ARE TO PROVIDE OCCUPATIONAL  
EXPLORATION AND TO PREPARE STUDENTS  
FOR ENTRY LEVEL EMPLOYMENT IN  
OCCUPATIONS RELATED TO AUTOMOTIVE  
SERVICE SUCH AS A BASIC MECHANIC,  
SERVICE STATION ATTENDANT, OR AUTO  
PARTS SALES. THE RECOMMENDED COURSE  
IS BASED ON ONE HOUR PER DAY, FIVE  
DAYS PER WEEK FOR THE FIRST YEAR,  
TWO CONSECUTIVE HOURS PER DAY THE  
SECOND YEAR, AND THREE HOURS PER  
DAY THE THIRD YEAR. CONTENTS  
INCLUDE PROGRAM OBJECTIVES,  
OPERATING PROCEDURES AND  
GUIDELINES, A COURSE OUTLINE FOR  
THE THREE YEARS, RECOMMENDED TEXTS,  
CHARTS, FILMS, BOOKLETS, TOOLS AND  
EQUIPMENT, AND A SUGGESTED  
FACILITY. AN ESTIMATED COST, BASED  
ON THE SUGGESTED ENROLLMENT, FOR  
ESTABLISHING THE PROGRAM IS  
OUTLINED. (GEB)]

VT 013 423

SAFETY EDUCATION IN IDAHO SCHOOLS.

IDAHO STATE DEPT. OF EDUCATION,  
BOISE.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 268P.

DESCRIPTORS - \*VOCATIONAL EDUCATION; \*SAFETY EDUCATION; \*SCHOOL SAFETY; \*RESOURCE GUIDES; \*SUPPLEMENTARY TEXTBOOKS; RESOURCE MATERIALS; BIBLIOGRAPHIC CITATIONS; SCIENCE; FILMS; PHYSICAL EDUCATION; STUDY GUIDES

ABSTRACT - THIS GUIDE ON SAFETY EDUCATION DEVELOPED BY A SAFETY EDUCATION COMMITTEE COMPRISES EIGHT SECTIONS: (1) SAFETY EDUCATION IN IDAHO SCHOOLS, (2) SAFETY AND PHYSICAL EDUCATION, (3) SCIENCE SAFETY, (4) SCHOOL PATROLS, (5) SAFETY IN HOME ECONOMICS, (6) INDUSTRIAL ARTS SAFETY, (7) SAFETY IN VOCATIONAL AGRICULTURE, AND (8) SAFETY IN TRADE AND TECHNICAL EDUCATION. EACH SECTION OR PUBLICATION IS DESIGNED TO SERVE AS A GUIDE FOR A PARTICULAR AREA OF INSTRUCTION. THESE SECTIONS PROVIDE CONTENT THAT CAN BE USED IN TEACHING AS WELL AS LISTINGS OF REFERENCES, FILMS, AND OTHER TEACHING AIDS. (GB)

VT 013 467

AIRFRAME AND POWERPLANT MECHANICS  
GENERAL HANDBOOK.

FEDERAL AVIATION ADMINISTRATION,  
WASHINGTON, D.C. FLIGHT STANDARDS  
SERVICE DIV.

MF AVAILABLE IN VT-ERIC SET.  
SUPERINTENDENT OF DOCUMENTS, U.S.  
GOVERNMENT PRINTING OFFICE,  
WASHINGTON, D.C. 20402  
(TD4.408:AI7/2, \$4.00).

PUB DATE - 70 505P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL  
EDUCATION; \*SUPPLEMENTARY  
TEXTBOOKS; MANUALS; \*STUDY GUIDES;  
\*FLIGHT TRAINING; AVIATION  
TECHNOLOGY; MATHEMATICS;  
ELECTRICITY; INSTRUMENTATION;  
DRAFTING; POWER MECHANICS; ENGINES;  
\*AVIATION MECHANICS

ABSTRACT - THIS STUDY GUIDE WAS  
DEVELOPED BY THE FEDERAL AVIATION  
ADMINISTRATION AS THE FIRST OF  
THREE HANDBOOKS FOR PERSONS  
PREPARING FOR MECHANIC  
CERTIFICATION WITH AIRFRAME OR

POWERPLANT RATINGS, OR BOTH. THE  
MATERIAL CONTAINED IN THIS GUIDE IS  
BASIC INFORMATION COMMON TO BOTH  
THE AIRFRAME AND POWERPLANT  
RATINGS. MAJOR TOPICS ARE: (1)  
MATHEMATICS, (2) AIRCRAFT DRAWINGS,  
(3) WEIGHT AND BALANCE, (4) FUEL  
SYSTEMS, (5) FLUID LINES, (6)  
HARDWARE, MATERIALS, AND PROCESSES,  
(7) PHYSICS, (8) BASIC ELECTRICITY,  
(9) GENERATORS AND MOTORS, (10)  
INSPECTION FUNDAMENTALS, (11)  
GROUND HANDLING, SAFETY, AND  
SUPPORT EQUIPMENT, AND (12)  
HANDTOOLS AND MEASURING DEVICES.  
MATERIAL OF EACH CHAPTER IS  
DISCUSSED IN DETAIL, WITH  
ILLUSTRATIONS, PICTURES, AND LINE  
DRAWINGS USED EXTENSIVELY. (GB)

VT 013 469

ELECTRICAL WIRING WORKBOOK. PART 4.

CALIFORNIA STATE DEPT. OF  
EDUCATION, SACRAMENTO. BUREAU OF  
INDUSTRIAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
CALIFORNIA STATE DEPARTMENT OF  
EDUCATION, BUREAU OF INDUSTRIAL  
EDUCATION, 721 CAPITOL MALL,  
SACRAMENTO, CALIFORNIA 95814  
(\$2.50).

PUB DATE - 71 103P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL  
EDUCATION; \*STUDY GUIDES;  
\*ELECTRICIANS; \*APPRENTICESHIPS;  
WORKBOOKS; ELECTRICITY;  
ELECTRONICS; INSTRUCTIONAL  
MATERIALS

ABSTRACT - THIS STUDY GUIDE WAS  
PLANNED BY STATE EDUCATIONAL  
ADVISORY COMMITTEES FOR USE BY  
ELECTRICIAN APPRENTICES IN THE  
RELATED TECHNICAL PHASE OF THEIR  
TRAINING. MAJOR UNITS ARE: (1) A-  
APPARATUS, (2) MANUAL AND  
ELECTROMAGNETIC CONTROLLERS, AND  
(3) BASIC INDUSTRIAL ELECTRONICS.  
EACH OF THE 34 TOPICS IN THESE  
UNITS PROVIDES RELATED INFORMATION,  
TEXTBOOK ASSIGNMENTS, AND QUESTIONS  
COVERING THIS INFORMATION. THE  
MATERIAL IS ILLUSTRATED WITH  
PHOTOGRAPHS AND LINE DRAWINGS, AND  
A REFERENCE LIST IDENTIFYING SIX  
RELATED PUBLICATIONS IS INCLUDED.

THIS PUBLICATION IS A REVISION OF A PREVIOUS EDITION AVAILABLE AS VT 005 140 (AIM FALL 1968). OTHER RELATED DOCUMENTS ARE ALSO AVAILABLE IN AIM FALL 1968 AS VT 005 137, VT 005 138, AND VT 005 139. (GEB)

VT 013 470  
INTRODUCTION TO APPRENTICESHIP.  
WORKBOOK.

CALIFORNIA STATE DEPT. OF  
EDUCATION, SACRAMENTO. BUREAU OF  
INDUSTRIAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
CALIFORNIA STATE DEPARTMENT OF  
EDUCATION, BUREAU OF INDUSTRIAL  
EDUCATION, 721 CAPITOL MALL,  
SACRAMENTO, CALIFORNIA 95814  
(\$2.75).  
PUB DATE - 68 321P.

DESCRIPTORS - \*APPRENTICESHIPS;  
\*TRADE AND INDUSTRIAL EDUCATION;  
\*STUDY GUIDES; \*WORKBOOKS; \*JOB  
TRAINING; EVALUATIONS; TESTS;  
INSTRUCTIONAL MATERIALS; SKILL  
DEVELOPMENT; ADULT EDUCATION

ABSTRACT - DEVELOPED UNDER THE  
STATE EDUCATIONAL ADVISORY  
COMMITTEES, THIS STUDY GUIDE IS FOR  
STUDENT AND TEACHER USE IN TRAINING  
COURSES FOR APPRENTICES, AND IS  
DESIGNED TO PROVIDE THE BASIC  
SKILLS AND KNOWLEDGE COMMON TO MOST  
OF THE SKILLED TRADES. THE COURSE  
CONTAINS INFORMATION NEEDED BY ANY  
PERSON WISHING TO LEARN A TRADE,  
AND THE EVALUATIONS THROUGHOUT THE  
COURSE WILL HELP JOINT  
APPRENTICESHIP COMMITTEES TO SELECT  
CANDIDATES WHO CAN BE EXPECTED TO  
COMPLETE THEIR TRAINING. ALL OF THE  
MATERIAL NECESSARY FOR THE COURSE  
IS PROVIDED IN THE WORKBOOK EXCEPT  
FOR THE MATHEMATICS UNIT, WHICH  
REQUIRES SUPPLEMENTARY TEXTBOOK  
INFORMATION. UNITS INCLUDED ARE:  
(1) THE APPRENTICE AND HIS TRADE  
AND RESPONSIBILITIES, (2) WORKMEN'S  
LEGAL RIGHTS, (3) MATHEMATICS, (4)  
BASIC TOOLS, (5) BLUEPRINT READING,  
(6) SCIENCE, (7) BASIC MATERIALS,  
AND (7) THE APPRENTICE ON THE JOB.  
EACH UNIT CONTAINS SEVERAL TOPICS  
WITH DISCUSSIONS, EXAMPLES, AND

TESTS AS THE GENERAL FORMAT.  
WORKING DRAWINGS AND A LIST OF  
INSTRUCTIONAL MATERIALS ARE  
INCLUDED, AND LINE DRAWINGS AND  
PICTURES ARE USED THROUGHOUT.  
(GEB)

VT 013 498  
SANTOLI, C.M.  
BASIC MATHEMATICS FOR VOCATIONAL  
AND TECHNICAL STUDENTS, PART I AND  
II.

RUTGERS, THE STATE UNIV., NEW  
BRUNSWICK, N.J. VOCATIONAL-  
TECHNICAL CURRICULUM LAB.  
NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
VOCATIONAL-TECHNICAL CURRICULUM  
LABORATORY, RUTGERS UNIVERSITY,  
4103 BUILDING, KILMER CAMPUS, NEW  
BRUNSWICK, NEW JERSEY 08903 (\$2.50  
FOR EACH PART).  
PUB DATE - 1JUL71 438P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; \*MATHEMATICS;  
\*TEXTBOOKS; \*TECHNICAL EDUCATION;  
\*ARITHMETIC; FRACTIONS; PERCENTAGE;  
SECONDARY GRADES; ILLUSTRATIONS

ABSTRACT - INDIVIDUALLY AUTHORED  
WITH COOPERATION FROM A CURRICULUM  
LABORATORY, THIS TWO PART DOCUMENT  
ON BASIC MATHEMATICS FOR VOCATIONAL  
AND TECHNICAL EDUCATION STUDENTS  
CONSISTS OF 11 UNITS. TOPICS ARE:  
(1) REVIEW OF THE FUNDAMENTALS OF  
ARITHMETIC, (2) FRACTIONS, (3) THE  
RULER, (4) DECIMALS, (5)  
PERCENTAGE, (6) COMMON BUSINESS  
TRANSACTIONS, (7) MONEY AND CHECKS,  
(8) EQUATIONS, (9) RATIO AND  
PROPORTION, (10) ANGULAR  
MEASUREMENT, AND (11) FORMULAS.  
EACH UNIT IS DIVIDED INTO LESSONS  
WITH OBJECTIVES FOR EACH LESSON  
PRESENTED. NUMEROUS ILLUSTRATIONS  
ARE INCLUDED WITH THE EXERCISES.  
(GB)

VT 013 499  
JURY, MARC, AND OTHERS  
WELDING, INSTRUCTIONAL UNITS.  
PRELIMINARY DRAFT.



OKLAHOMA STATE BOARD FOR VOCATIONAL EDUCATION, STILLWATER. DIV. OF TECHNICAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.  
CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER, STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL EDUCATION, 1515 WEST SIXTH AVENUE, STILLWATER, OKLAHOMA 74074 (\$6.00).  
PUB DATE - 71 260P.

DESCRIPTORS - \*CURRICULUM GUIDES; \*TEACHING GUIDES; \*TRADE AND INDUSTRIAL EDUCATION; VOCATIONAL EDUCATION; \*WELDING; METALS; SECONDARY GRADES; ADULT EDUCATION; TESTS; \*INSTRUCTIONAL MATERIALS

ABSTRACT - PREPARED BY AN INSTRUCTIONAL MATERIALS CENTER, THIS CURRICULUM GUIDE IS INTENDED TO ASSIST INSTRUCTORS IN IMPROVING WELDING INSTRUCTION IN VOCATIONAL EDUCATION WITHIN OKLAHOMA. EACH INSTRUCTIONAL UNIT INCLUDES OBJECTIVES, SUGGESTED ACTIVITIES, INFORMATION SHEETS, JOB SHEETS, TRANSPARENCY MASTERS, QUIZ, AND ANSWERS TO THE QUIZ, ALL COLOR CODED FOR EASE IN IDENTIFYING. MAJOR TOPICS ARE: (1) SAFETY AND ORIENTATION, (2) BLUEPRINT, (3) OXYACETYLENE WELDING, (4) ARC WELDING, (5) TIG WELDING, AND (6) MISCELLANEOUS. NUMEROUS ILLUSTRATIONS ARE USED THROUGHOUT. (AUTHOR/GEB)

VT 013 504

FARIS, KAMIL J.; HAUSMANN, JOSEPH G.  
REFRIGERATION II.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. VOCATIONAL-TECHNICAL CURRICULUM LAB.; PASSAIC COUNTY VOCATIONAL AND TECHNICAL HIGH SCHOOL, PATTERSON, N.J.  
MF AVAILABLE IN VT-ERIC SET.  
VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS UNIVERSITY, 4103 BUILDING, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 (\$3.00).

PL DATE - JUN71 281P.1971  
REVISION.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; \*LESSON PLANS; \*STUDY

GUIDES; \*REFRIGERATION;  
\*INSTRUCTIONAL MATERIALS;  
\*TECHNICAL EDUCATION; REFRIGERATION MECHANICS; HAND TOOLS;  
ILLUSTRATIONS

ABSTRACT - INDIVIDUALLY AUTHORED IN COOPERATION WITH RUTGERS UNIVERSITY, THIS STUDY GUIDE IS INTENDED FOR USE IN VOCATIONAL HIGH SCHOOLS AND ADULT EVENING PROGRAMS. THE MATERIAL CAN BE USED TO FOCUS ON SPECIFIC JOBS OR IN A CLUSTER APPROACH, AND IS DESIGNED AS A 1-YEAR COURSE. DEVELOPED AS A CONTINUATION OF ANOTHER GUIDE (VT 012 667, AIM SUMMER 1971), THE UNITS (9-15) INCLUDED IN THIS DOCUMENT COVER: (1) EXPANSION VALVES, (2) REFRIGERANTS, (3) PIPING, (4) FIXTURES, (5) INSULATION, (6) HEAT LOADS, AND (7) INSTALLATION AND SERVICE. NUMEROUS ILLUSTRATIONS ARE PRESENTED TO AID IN UNDERSTANDING THE TASKS SET FORTH AND UNIT ACHIEVEMENT TESTS ARE APPENDED. (GEB)

VT 013 509

COLLECT, GEORGE; CARUSO, PATRICK  
TECHNICAL GRAPHICS.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. VOCATIONAL-TECHNICAL CURRICULUM LAB.; MORRIS HILL HIGH SCHOOLS, ROCKAWAY, N.J. NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION  
MF AVAILABLE IN VT-ERIC SET.  
VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS UNIVERSITY, 4103 BUILDING, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 (\$3.00).

PUB DATE - JAN71 302P.

DESCRIPTORS - \*INDUSTRIAL ARTS; \*ENGINEERING GRAPHICS; \*VOCATIONAL EDUCATION; \*ORTHOGONAL PROJECTION; SECONDARY GRADES; DRAFTING; POST SECONDARY EDUCATION; DEFINITIONS; GEOMETRIC CONCEPTS; STUDY GUIDES; \*WORKBOOKS; TRADE AND INDUSTRIAL EDUCATION

ABSTRACT - PREPARED BY A DRAFTING INSTRUCTOR AND DEVELOPED AND TESTED

IN A DRAFTING DEPARTMENT, THIS WORKBOOK IS FOR STUDENT USE IN HIGH SCHOOL AND POST HIGH SCHOOL TECHNICAL DRAFTING COURSES. MAJOR UNITS INCLUDE: (1) WHAT IS TECHNICAL GRAPHICS? (2) LETTERING PRACTICES, (3) GEOMETRICAL CONSTRUCTIONS, (4) ORTHOGRAPHIC PROJECTION--"POINTS," "LINES," "PLANES," AND "SOLIDS," (5) SHORTEST DISTANCES, AND (6) INTERSECTIONS. SEVERAL LESSONS ARE INCLUDED WITH EACH UNIT, AND CONTAIN STATED PURPOSES, ILLUSTRATIONS, PROBLEMS, AND ASSIGNMENTS. LISTS OF DEFINITIONS AND FORMULAS ARE INCLUDED. (GEB)

VT 013 511

AUTOMOTIVE MECHANICS, COURSE OF STUDY.

PITTSBURGH BOARD OF PUBLIC EDUCATION, PA. DIV. OF CURRICULUM AND INSTRUCTION.  
PENNSYLVANIA STATE DEPT. OF PUBLIC INSTRUCTION, HARRISBURG. BUREAU OF VOCATIONAL, TECHNICAL, AND CONTINUING EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PITTSBURGH PUBLIC SCHOOLS, ADMINISTRATIVE BUILDING, BELLEFIELD AVENUE AT FORBES AVENUE, PITTSBURGH, PA. 15213 (\$4.00, FOR LIBRARIES OF UNIVERSITIES AND SCHOOL DISTRICTS ONLY, ORDERS MUST BE PREPAID--MAKE CHECKS PAYABLE TO PITTSBURGH BOARD OF PUBLIC EDUCATION).  
PUB DATE - SEP68 103P.

DESCRIPTORS - \*AUTO MECHANICS (OCCUPATION); \*AUTO MECHANICS; \*TRADE AND INDUSTRIAL EDUCATION; VOCATIONAL EDUCATION; \*CURRICULUM GUIDES; REFERENCE MATERIALS; ENGINES; RECORDKEEPING; \*INSTRUCTIONAL MATERIALS

ABSTRACT - DEVELOPED BY A CURRICULUM STAFF, THIS PUBLICATION OUTLINES LEARNING PATTERNS WHICH MAY BE USED BY THE CREATIVE TEACHER IN OCCUPATIONAL EDUCATION IN THE AREA OF AUTO MECHANICS. GENERAL OBJECTIVES OF THE COURSE ARE TO HELP THE STUDENT TO DIAGNOSE AND TROUBLE-SHOOT AUTOMOTIVE PROBLEMS,

TO LEARN TO SERVICE AUTOMOBILES, AND TO LEARN TO MAINTAIN ACCURATE RECORDS. THE RECOMMENDED TIME FOR THE COURSE IS 57 TO 72 WEEKS. SPECIFIC UNITS INCLUDE: (1) SHOP PRACTICES, (2) TIRE SERVICE, (3) BRAKES, (4) SUSPENSION, (5) STEERING SYSTEM, (6) STATE INSPECTION TECHNIQUES, (7) POWER TRAINS, (8) FUEL SYSTEM, (9) ELECTRICAL SYSTEM, AND (10) THE ENGINE. EACH UNIT CONTAINS SPECIFIC OBJECTIVES, LEARNING ACTIVITIES, AND REFERENCES. A BIBLIOGRAPHY IS INCLUDED. A RELATED DOCUMENT IS AVAILABLE IN THIS ISSUE AS VT 013 512. (GEB)

VT 013 512

AUTOMOTIVE SERVICE, COURSE OF STUDY.

PITTSBURGH BOARD OF PUBLIC EDUCATION, PA. DIV. OF CURRICULUM AND INSTRUCTION.  
PENNSYLVANIA STATE DEPT. OF PUBLIC INSTRUCTION, HARRISBURG. BUREAU OF VOCATIONAL, TECHNICAL, AND CONTINUING EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PITTSBURGH PUBLIC SCHOOLS, ADMINISTRATION BUILDING, BELLEFIELD AT FORBES AVENUE, PITTSBURGH, PA. 15213 (\$4.00, FOR LIBRARIES OF UNIVERSITIES AND SCHOOL DISTRICTS ONLY, MAKE CHECK PAYABLE TO THE PITTSBURGH BOARD OF PUBLIC EDUCATION--ORDERS MUST BE PREPAID).  
PUB DATE - NOV68 83P.

DESCRIPTORS - \*AUTO MECHANICS (OCCUPATION); \*AUTO MECHANICS; \*TRADE AND INDUSTRIAL EDUCATION; SERVICE EDUCATION; VOCATIONAL EDUCATION; \*CURRICULUM GUIDES; REFERENCE MATERIALS; \*INSTRUCTIONAL MATERIALS; BIBLIOGRAPHIES

ABSTRACT - DEVELOPED BY A CURRICULUM STAFF, THIS PUBLICATION OUTLINES LEARNING PATTERNS WHICH MAY BE USED BY THE CREATIVE TEACHER IN OCCUPATIONAL EDUCATION IN THE AREA OF AUTOMOTIVE SERVICE. GENERAL OBJECTIVES OF THE COURSE ARE TO HELP THE STUDENT LEARN HOW TO ANALYZE AUTOMOTIVE DIFFICULTIES, DIRECT THE REPAIR OF AUTOMOBILES,

DISPLAY MARKETABLE MECHANICAL SKILLS, AND INTERPRET HIS ACCOMPLISHMENTS. THE RECOMMENDED TIME FOR THE COURSE IS 62 TO 82 WEEKS, AND THE SUGGESTED TEXT IS "AUTOMOTIVE MECHANICS FUNDAMENTALS" BY MARTIN W. STOCKEL, PUBLISHED BY GOODHEART-WILLCOX CO., INC., HOMEWOOD, ILLINOIS. SPECIFIC UNITS INCLUDE: (1) PLANT, (2) GENERAL SERVICE, (3) LUBRICATION SERVICE, (4) ENGINE SERVICE, (5) ELECTRICAL SERVICE, (6) TIRE SERVICE, (7) BRAKE SERVICE, (8) EXHAUST SYSTEM, (9) SUSPENSION, AND (10) CLUTCHES. EACH UNIT CONTAINS SPECIFIC OBJECTIVES, LEARNING ACTIVITIES, AND REFERENCES. A BIBLIOGRAPHY AND AN APPENDIX ARE INCLUDED. A RELATED DOCUMENT IS AVAILABLE IN THIS ISSUE AS VT 013 511. (GB)

#### VT 013 513

SMALL GAS ENGINES I, COURSE OF STUDY.

PITTSBURGH BOARD OF PUBLIC EDUCATION, PA. DIV. OF CURRICULUM AND INSTRUCTION.

PENNSYLVANIA STATE DEPT. OF PUBLIC INSTRUCTION, HARRISBURG. BUREAU OF VOCATIONAL, TECHNICAL, AND CONTINUING EDUCATION

MF AVAILABLE IN VT-ERIC SET.

PITTSBURGH PUBLIC SCHOOL, ADMINISTRATIVE BUILDING, BELLEFIELD AVENUE AT FORBES AVENUE, PITTSBURGH, PA. 15213 (\$4.00, FOR LIBRARIES OF UNIVERSITIES AND SCHOOL DISTRICTS ONLY, ORDER MUST BE PREPAID--MAKE CHECKS PAYABLE TO PITTSBURGH BOARD OF PUBLIC EDUCATION).

PUB DATE - SEP68 61P.

DESCRIPTORS - \*VOCATIONAL EDUCATION; \*CURRICULUM GUIDES; \*ENGINES; \*AUTO MECHANICS; \*AUTO MECHANICS (OCCUPATION); COURSE CONTENT; COURSE OBJECTIVES; COURSE ORGANIZATION; BIBLIOGRAPHIC CITATIONS; INSTRUCTIONAL MATERIALS

ABSTRACT - THIS COURSE OF STUDY HAS BEEN CONSTRUCTED TO DEVELOP A BASIC KNOWLEDGE OF THE THEORIES AND PRACTICES WHICH UNDERLIE ALL GASOLINE ENGINE REPAIR. BASICALLY,

THE CURRICULUM IS DESIGNED TO PRESENT AN OVERVIEW OF ELEMENTARY KNOWLEDGE OF ENGINE REPAIR AND TO DEVELOP SKILLS WHICH WILL BE USED IN ENTRY LEVEL POSITIONS RELATED TO EMPLOYMENT IN THE SMALL GAS ENGINE MARKET. TOPICS ARE: (1) SHOP PRACTICES AND GENERAL SAFETY RULES, (2) PRINCIPLES OF SMALL GASOLINE ENGINE OPERATION, (3) FASTENERS, (4) COMMON TOOLS, (5) SMALL ENGINE DESIGN, FUNCTION, AND MECHANICS, (6) COOLING SYSTEM, (7) LUBRICATION SYSTEMS, (8) FUEL SYSTEMS, (9) ELECTRICAL SYSTEMS, AND (10) TROUBLE-SHOOTING AND REPAIR. THE CONTENT IS PRESENTED BY TOPICS FOR STUDY WITH SUGGESTED STUDENT LEARNING ACTIVITIES AND EVALUATING PROCEDURES. A BIBLIOGRAPHY IS APPENDED. A RELATED DOCUMENT, "SMALL GAS ENGINES II," IS AVAILABLE IN THIS ISSUE AS VT 013 514. (GB)

#### VT 013 514

SMALL GAS ENGINES II, COURSE OF STUDY.

PITTSBURGH BOARD OF PUBLIC EDUCATION, PA. DIV. OF CURRICULUM AND INSTRUCTION.

PENNSYLVANIA STATE DEPT. OF PUBLIC INSTRUCTION, HARRISBURG. BUREAU OF VOCATIONAL, TECHNICAL, AND CONTINUING EDUCATION

MF AVAILABLE IN VT-ERIC SET.

PITTSBURGH PUBLIC SCHOOL, ADMINISTRATIVE BUILDING, BELLEFIELD AVENUE AT FORBES AVENUE, PITTSBURGH, PA. 15213 (\$4.00, FOR LIBRARIES OF UNIVERSITIES AND SCHOOL DISTRICTS ONLY, ORDERS MUST BE PREPAID--MAKE CHECKS PAYABLE TO PITTSBURGH BOARD OF PUBLIC EDUCATION).

PUB DATE - AUG69 40P.

DESCRIPTORS - \*VOCATIONAL EDUCATION; \*CURRICULUM GUIDES; \*ENGINES; \*AUTO MECHANICS; \*AUTO MECHANICS (OCCUPATION); COURSE CONTENT; COURSE OBJECTIVES; COURSE ORGANIZATION; BIBLIOGRAPHIC CITATIONS; INSTRUCTIONAL MATERIALS

ABSTRACT - THIS COURSE OF STUDY HAS BEEN CONSTRUCTED TO DEVELOP A BASIC

KNOWLEDGE OF THE THEORIES AND PRACTICES OF ALL GASOLINE ENGINE REPAIR. BASICALLY, THE CURRICULUM IS DESIGNED TO PRESENT AN OVERVIEW OF ELEMENTARY KNOWLEDGE OF ENGINE REPAIR AND TO DEVELOP SKILLS WHICH WILL BE USED IN ENTRY LEVEL POSITIONS RELATED TO EMPLOYMENT IN THE SMALL GAS ENGINE MARKET. TOPICS ARE: (1) CONSTRUCTION OF MULTIPLE CYLINDER ENGINES, (2) ORDERING AND STOCKING OF PARTS, (3) DRIVE SYSTEMS, (4) CLUTCH, (5) TRANSMISSION, AND (6) PRODUCT SERVICES. THE CONTENT IS PRESENTED BY TOPICS FOR STUDY WITH SUGGESTED STUDENT LEARNING ACTIVITIES AND EVALUATING PROCEDURES. A BIBLIOGRAPHY IS APPENDED. A RELATED DOCUMENT, "SMALL GAS ENGINES I," IS AVAILABLE IN THIS ISSUE AS VT 013 513. (GB)

#### VT 013 523

CURRICULUM GUIDE FOR VOCATIONAL ELECTRONICS, GRADES 11 AND 12.

CHICAGO BOARD OF EDUCATION, ILL. MF AVAILABLE IN VT-ERIC SET. BOARD OF EDUCATION OF THE CITY OF CHICAGO, DEPARTMENT OF CURRICULUM, 228 NORTH LASALLE STREET, CHICAGO, ILLINOIS 60601 (\$3.50). PUB DATE - 67 128P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; \*ELECTRICITY; \*ELECTRONICS; \*CURRICULUM GUIDES; VOCATIONAL EDUCATION; GRADE 11; GRADE 12; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; BIBLIOGRAPHIES

ABSTRACT - PREPARED WITH THE HELP OF AN ADVISORY COMMITTEE, THIS CURRICULUM GUIDE IS FOR INSTRUCTOR USE IN TEACHING VOCATIONAL ELECTRONICS IN GRADES 11 AND 12. SPECIFIC UNITS INCLUDED FOR GRADE 11 ARE: (1) USE OF TOOLS, (2) PARTS IDENTIFICATION, (3) DIRECT CURRENT, ALTERNATING CURRENT, AND MAGNETIC CIRCUITS, (4) POWER SUPPLIES, AMPLIFIERS, TRANSMITTERS, AND RECEIVERS. UNITS FOR GRADE 12 INCLUDE: (1) NONSINUSOIDAL GENERATORS, (2) WAVESHAPERS, (3) TRANSDUCERS, (4) ELECTRONIC CONTROLS, AND (5) SYNCHROS AND

SERVOS. THE UNITS ARE ORGANIZED TO PRESENT A LOGICAL PROGRESSION OF ELECTRONIC THEORY AND PRACTICAL SHOP ASSIGNMENTS, AND CONTAIN STATEMENTS FOR UNDERSTANDINGS, AN OUTLINE OF CONTENT, SUGGESTED LEARNING EXPERIENCES, A DEVELOPMENTAL VOCABULARY, AND A LIST OF RESOURCE MATERIALS. A BIBLIOGRAPHY OF BOOKS, FILMS, FILMSTRIPS, AND TRANSPARENCIES IS INCLUDED. (GB)

#### VT 013 526

CURRICULUM GUIDE FOR VOCATIONAL ARCHITECTURAL DRAFTING, GRADES 11 AND 12.

CHICAGO BOARD OF EDUCATION, ILL. MF AVAILABLE IN VT-ERIC SET. BOARD OF EDUCATION OF THE CITY OF CHICAGO, DEPARTMENT OF CURRICULUM, 228 NORTH LASALLE STREET, CHICAGO, ILLINOIS 60601 (\$3.50). PUB DATE - 68 259P.

DESCRIPTORS - \*CURRICULUM GUIDES; \*TEACHING GUIDES; \*TRADE AND INDUSTRIAL EDUCATION; \*ARCHITECTURAL DRAFTING; RESOURCE MATERIALS; BIBLIOGRAPHIES; REFERENCE MATERIALS; \*SECONDARY GRADES; VOCATIONAL EDUCATION; TECHNICAL ILLUSTRATION

ABSTRACT - COMPILED BY TEACHERS AND SUPERVISORS, THIS CURRICULUM GUIDE IS DESIGNED TO ACQUAINT TEACHERS WITH THE OBJECTIVES OF THE VOCATIONAL ARCHITECTURAL DRAFTING PROGRAM IN HIGH SCHOOLS AND TO PRESENT WAYS OF IMPLEMENTING METHODS AND TECHNIQUES OF INSTRUCTION. THE MATERIAL IS DESIGNED IN A FLEXIBLE MANNER SO THAT INDIVIDUAL TEACHERS CAN USE IT TO BEST MEET THEIR INTERESTS, GOALS, AND NEEDS OF THE STUDENTS. FOUR MAJOR DIVISIONS ARE: (1) CONSTRUCTION DETAILS, (2) ARCHITECTURAL DESIGN: RESIDENTIAL, (3) PRESENTATION DRAWING, AND (4) ARCHITECTURAL DESIGN: INTERMEDIATE BUILDINGS. SEVERAL UNITS ARE DETAILED UNDER EACH DIVISION, AND EACH UNIT CONTAINS STATEMENTS FOR STUDENT UNDERSTANDING, AN OUTLINE OF CONTENT, SUGGESTED LEARNING

EXPERIENCES, DISCUSSION, DEVELOPMENTAL VOCABULARY, AND SUGGESTED RESOURCE MATERIALS. THIS GUIDE, ILLUSTRATED WITH DRAWINGS AND PICTURES, IS FOR USE OVER A 2-YEAR PERIOD. A BIBLIOGRAPHY WHICH INCLUDES BOOKS, AN EXTENSIVE FILM LIST, SUGGESTED SLIDES, AND CATALOG AND BULLETIN LISTS IS PROVIDED. (GEB)

VT 013 527  
CURRICULUM GUIDE FOR VOCATIONAL MACHINE DRAFTING. GRADES 11 AND 12.

CHICAGO BOARD OF EDUCATION, ILL.  
MF AVAILABLE IN VT-ERIC SET.  
BOARD OF EDUCATION OF THE CITY OF CHICAGO, DEPARTMENT OF CURRICULUM, 228 NORTH LASALLE STREET, CHICAGO, ILLINOIS 60601 (\$4.50).  
PUB DATE - 68 319P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; \*DRAFTING; \*CURRICULUM GUIDES; \*TEACHING GUIDES; \*VOCATIONAL EDUCATION; RESOURCE MATERIALS; BIBLIOGRAPHIES; SECONDARY GRADES; ORTHOGONAL PROJECTION; ENGINEERING DRAWING

ABSTRACT - DEVELOPED FOR USE IN THE CHICAGO PUBLIC SCHOOLS, THIS CURRICULUM GUIDE PROVIDES AN AID TO THE TEACHER IN KEEPING STUDENTS ABREAST OF MODERN TECHNOLOGICAL PRACTICES IN MACHINE DRAFTING. THE COURSE IS DESIGNED FOR A 2-YEAR PERIOD, WITH GRADES 11 AND 12 AS THE SUGGESTED LEVEL. THE MATERIAL FOR THE FIRST 18 UNITS COVERS SKETCHING, TECHNICAL ILLUSTRATIONS, TECHNIQUES, MATHEMATICS, STRENGTH OF MATERIALS, AND DESIGN AND PRACTICE. THE LAST 13 UNITS ARE MORE CONCERNED WITH SPECIFIC AREAS SUCH AS GEARS, MECHANICAL DEVICES AND LINKAGE, TOOL AND DIES, AND FUNCTIONAL DRAFTING. EACH UNIT CONTAINS STATEMENTS FOR STUDENT UNDERSTANDINGS, AN OUTLINE OF CONTENT, SUGGESTED LEARNING EXPERIENCES, A DEVELOPMENTAL VOCABULARY, AND SUGGESTED RESOURCE MATERIALS. A BIBLIOGRAPHY OF BOOKS, CATALOGS, PAMPHLETS, AND FILMS IS INCLUDED. (GEB)

VT 013 531  
COSMETOLOGY 1 AND 2, COURSE OF STUDY.

PITTSBURGH BOARD OF PUBLIC EDUCATION, PA. DIV. OF CURRICULUM AND INSTRUCTION.  
PENNSYLVANIA STATE DEPT. OF PUBLIC INSTRUCTION, HARRISBURG. BUREAU OF VOCATIONAL, TECHNICAL, AND CONTINUING EDUCATION  
MF AVAILABLE IN VT-ERIC SET.  
PITTSBURGH PUBLIC SCHOOLS, ADMINISTRATION BUILDING, BELLEFIELD AVENUE AT FORBES AVENUE, PITTSBURGH, PA. 15213 (\$5.00, FOR LIBRARIES OF UNIVERSITIES AND SCHOOL DISTRICTS ONLY, ORDERS MUST BE PREPAID -MAKE CHECKS PAYABLE TO PITTSBURGH BOARD OF PUBLIC EDUCATION).  
PUB DATE - NOV68 171P.

DESCRIPTORS - \*CURRICULUM GUIDES; \*COSMETOLOGISTS; \*TRADE AND INDUSTRIAL EDUCATION; SERVICE OCCUPATIONS; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; CURRICULUM PLANNING

ABSTRACT - DEVELOPED BY A CURRICULUM COMMITTEE, THIS COURSE OF STUDY IS FOR TEACHER USE IN PLANNING A 2-YEAR (1,250 HOUR) COSMETOLOGY PROGRAM. UNITS IN COSMETOLOGY I STRESS: (1) SAFETY AND SANITARY PROCEDURES, (2) PROCEDURES IN MANICURING AND PEDICURING, (3) SHAMPOOING AND TREATMENT OF THE SCALP, (4) HAIRSTYLING PROCEDURES, (5) ANATOMY, (6) EFFECTS OF CHEMICAL HAIR STYLING AND TINTING, (7) COMPREHENSION OF MYOLOGY AND DERMATOLOGY, (8) APPLICATION OF COSMETICS, AND (9) PRACTICES FOR PROMOTING CUSTOMER RELATIONSHIPS AND SERVICES. UNITS IN COSMETOLOGY II STRESS: (1) SHOP MANAGEMENT, (2) SKELETAL, CIRCULATORY, AND MUSCULAR SYSTEMS OF THE BODY, (3) USE OF CHEMICALS, (4) ADVANCED METHODS OF HAIRSTYLING, (5) USE OF ELECTRICITY FOR THERAPEUTIC AND BEAUTIFYING PURPOSES, AND (6) REQUIREMENTS FOR STATE BOARD EXAMINATION. THE UNITS CONTAIN BEHAVIORAL OBJECTIVES, CONTENT MATTER USUALLY IN THE FORM



OF GENERALIZATIONS, LEARNING ACTIVITIES, EVALUATING PROCEDURES, AND REFERENCES. (SB)

VT 013 532

DUPLICATION PROCESSES, COURSE OF STUDY.

PITTSBURGH BOARD OF PUBLIC EDUCATION, PA. DIV. OF CURRICULUM AND INSTRUCTION.  
PENNSYLVANIA STATE DEPT. OF PUBLIC INSTRUCTION, HARRISBURG. BUREAU OF VOCATIONAL, TECHNICAL, AND CONTINUING EDUCATION  
MF AVAILABLE IN VT-ERIC SET.  
PITTSBURGH PUBLIC SCHOOLS, ADMINISTRATION BUILDING, BELLEFIELD AVENUE AT FORBES AVENUE, PITTSBURGH, PA. 15213 (\$4.00, FOR LIBRARIES OF UNIVERSITIES AND SCHOOL DISTRICTS ONLY, ORDERS MUST BE PREPAID--MAKE CHECKS PAYABLE TO PITTSBURGH BOARD OF PUBLIC EDUCATION).  
PUB DATE - NOV68 66P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; \*CURRICULUM GUIDES; \*GRAPHIC ARTS; \*PRINTING; \*PHOTOGRAPHY; INDUSTRIAL ARTS; BIBLIOGRAPHIES; RESOURCE MATERIALS; INSTRUCTIONAL MATERIALS; VOCATIONAL EDUCATION

ABSTRACT - DEVELOPED BY A CURRICULUM COMMITTEE, THIS CURRICULUM GUIDE PROVIDES FUNDAMENTAL CONCEPTS UPON WHICH TEACHERS CAN BUILD THEIR OCCUPATIONAL EDUCATIONAL COURSE OF DUPLICATION PROCESSES. THE GENERAL OBJECTIVES OF THIS COURSE ARE TO HELP THE STUDENT DISPLAY ENTRY-LEVEL SKILL IN OFFSET DUPLICATION, INTERPRET DESIRABLE WORK HABITS AND PERSONALITY TRAITS, AND DEMONSTRATE SELF-DIRECTION BY USING THE PROBLEM-SOLVING APPROACH. THIS 36 WEEK COURSE PROVIDES INSTRUCTION IN THE FOLLOWING AREAS: (1) LAYOUT AND DESIGN, (2) GILD TYPE COMPOSITION, (3) CAMERAWORK, (4) STRIPPING NEGATIVES, (5) PLATEMAKING, (6) INK AND PAPER, (7) OFFSET PRESSWORK, (8) PHOTOCOPYING, AND (9) BINDERY. EACH UNIT HAS SPECIFIC OBJECTIVES, LEARNING ACTIVITIES, AND SUGGESTED

REFERENCES. A BIBLIOGRAPHY AND AN APPENDIX OF RESOURCE MATERIALS ARE INCLUDED. (GFB)

VT 013 547

INDUSTRIAL WOODWORKING, AN INSTRUCTIONAL GUIDE.

LOS ANGELES CITY SCHOOLS, CALIF. DIV. OF INSTRUCTIONAL PLANNING AND SERVICES.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 68 121P.

DESCRIPTORS - \*WOODWORKING; \*INDUSTRIAL ARTS; \*TEACHING GUIDES; \*TRADE AND INDUSTRIAL EDUCATION; VOCATIONAL EDUCATION; CONSTRUCTION (PROCESS); PATTERNMAKING; MASONRY; SCHOOL SAFETY; TESTS; INSTRUCTIONAL MATERIALS

ABSTRACT - DEVELOPED BY TEACHER-SUPERVISOR COMMITTEES, THIS GUIDE IS FOR TEACHER USE IN PLANNING DAY-TO-DAY INSTRUCTION IN INDUSTRIAL WOODWORKING. PRESENTED IN A 2-COLUMN FORMAT, THIS MATERIAL IS FOR USE OVER A PERIOD OF SIX SEMESTERS AND INCLUDES INDUSTRIAL WOODWORKING FOR BOTH INDUSTRIAL ARTS AND INDUSTRIAL OCCUPATIONS. MAJOR AREAS INCLUDE: (1) BASIC WOODWORKING PRINCIPLES SUCH AS FASTENERS, CUTTING TOOLS, MACHINES, ETC., (2) HOUSE CONSTRUCTION, (3) MASONRY, (4) PATTERNMAKING, AND (5) UPHOLSTERY. A SERIES OF GENERAL INFORMATION UNITS, A LIST OF SAFETY RULES, AND A SIMPLE SAFETY TEST ARE INCLUDED. (GB)

VT 013 639

THE TRAINING OF ELECTRICIANS, ELECTRICAL FITTERS' AND MECHANICAL FITTERS' MATES IN ELECTRICITY BOARDS CONCERNED WITH DISTRIBUTION. RECOMMENDATION 23.

ELECTRICITY SUPPLY INDUSTRY TRAINING BOARD, LONDON (ENGLAND).  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - MAY71 14P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; \*ELECTRICIANS; \*MECHANICAL SKILLS; \*COURSE CONTENT; \*ELECTRICAL OCCUPATIONS;



# JOB TRAINING; SERVICE OCCUPATIONS; SERVICE EDUCATION

ABSTRACT - THE 22 RECOMMENDATIONS INCLUDED IN THIS DOCUMENT ARE LISTED UNDER EIGHT CATEGORIES, INCLUDING: (1) OCCUPATIONAL DESCRIPTION, (2) OBJECTIVES, (3) RECRUITMENT, (4) PATTERN OF TRAINING, (5) INDUCTION AND INTRODUCTORY TRAINING, (6) SPECIALIZED TRAINING, (7) ASSOCIATED THEORY AND RELATED KNOWLEDGE, AND (8) MONITORING OF TRAINING. APPENDIX I INCLUDES AN OUTLINE OF AN INTRODUCTORY COURSE, AND APPENDIXES II-IV OUTLINE A FORMAL COURSE FOR THE OCCUPATION OF ELECTRICIAN'S MATE, ONE FOR THE ELECTRICAL FITTER'S MATE, AND ONE FOR THE OCCUPATION OF MECHANICAL FITTER'S MATE. (GEB)

## VT 013 659

LANGSTON, LESLIE V.  
DEVELOPMENT OF ILLUSTRATIVE VISUAL AIDS FOR TEACHING DRAFTING PRINCIPLES TO THE SLOW LEARNER.

EASTERN NEW MEXICO UNIV., ROSWELL.  
NEW MEXICO OCCUPATIONAL RESEARCH AND DEVELOPMENT COORDINATING UNIT,  
SANTA FE  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - SEP70 44P.

DESCRIPTORS - \*DRAFTING;  
\*ORTHOGONAL PROJECTION; \*VOCATIONAL EDUCATION; \*VISUAL AIDS; \*SLOW LEARNERS; INDUSTRIAL ARTS; SECONDARY EDUCATION; POST SECONDARY EDUCATION; RESOURCE MATERIALS; INSTRUCTIONAL MATERIALS

ABSTRACT - DEVELOPED BY A DRAFTING INSTRUCTOR WORKING UNDER A CONTRACT FOR A MINI-GRANT, THIS DOCUMENT REPORTS VARIOUS VISUAL AIDS THAT MIGHT BE USED FOR TEACHING DRAFTING PRINCIPLES TO SLOW LEARNERS IN VOCATIONAL-TECHNICAL EDUCATION. THE OBJECTS ARE INTENDED FOR TEACHING THE PRINCIPLES OF ORTHOGRAPHIC, ISOMETRIC, AND OBLIQUE PROJECTION. TEN DIFFERENT VISUAL AID PROJECTS WERE DEVELOPED AND SUFFICIENT INFORMATION IS INCLUDED TO ALLOW OTHER INSTRUCTORS TO DUPLICATE

THEM. A RESOURCE LIST FOR SUPPLIES IS INCLUDED. (GEB)

## VT 013 745

AIRCRAFT ALTERATIONS; ACCEPTABLE METHODS, TECHNIQUES, AND PRACTICES.

FEDERAL AVIATION ADMINISTRATION,  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
AC43.13-2  
SUPERINTENDENT OF DOCUMENTS, U.S.  
GOVERNMENT PRINTING OFFICE,  
WASHINGTON, D.C. 20402 (\$2.00; TO  
4.28:969 SUBSCRIPTION-ORDER  
SEPARATELY).  
PUB DATE - MAY69 125P.1969  
REVISION

DESCRIPTORS - \*AVIATION TECHNOLOGY;  
\*TECHNICAL EDUCATION; \*TECHNIQUES;  
\*METHODS; \*INSTRUCTIONAL MATERIALS;  
AVIATION MECHANICS; VOCATIONAL  
EDUCATION; ILLUSTRATIONS;  
SUPPLEMENTARY TEXTBOOKS  
IDENTIFIERS - \*AIRCRAFT ALTERATIONS

ABSTRACT - THIS ADVISORY CIRCULAR CONTAINS METHODS, TECHNIQUES, AND PRACTICES ACCEPTABLE TO THE FEDERAL AVIATION AGENCY ADMINISTRATOR FOR USE IN ALTERING CIVIL AIRCRAFT. MAJOR TOPICS INCLUDE: (1) STRUCTURAL DATA, (2) RADIO INSTALLATIONS, (3) ANTENNA INSTALLATIONS, (4) ANTICOLLISION AND SUPPLEMENTARY LIGHT INSTALLATIONS, (5) SKI INSTALLATIONS, (6) OXYGEN SYSTEM INSTALLATIONS, (7) ROTORCRAFT EXTERNAL-LOAD DEVICE INSTALLATIONS, (8) GLIDER AND BANNER TOW-HITCH INSTALLATIONS, (9) SHOULDER HARNESS INSTALLATION, AND (10) BATTERY INSTALLATIONS. THE DOCUMENT IS ILLUSTRATED WITH NUMEROUS PICTURES AND LINE DRAWINGS. FOUR SUPPLEMENTARY DOCUMENTS, ADVISORY CIRCULAR CHANGE NUMBERS 7-10, ARE ATTACHED. (GER)

## VT 013 750

COSMETOLOGY AND THE PHYSICALLY HANDICAPPED; COURSES AND OBJECTIVES.

CALIFORNIA UNIV., LOS ANGELES. DIV.  
OF VOCATIONAL EDUCATION.

CALIFORNIA STATE DEPT. OF  
EDUCATION, SACRAMENTO. BUREAU OF  
INDUSTRIAL EDUCATION  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 71 46P.

DESCRIPTORS - \*COSMETOLOGY; COURSE  
CONTENT; \*JOB TRAINING; \*PHYSICALLY  
HANDICAPPED; INSTRUCTIONAL  
MATERIALS; PUBLIC SCHOOLS;  
\*VOCATIONAL EDUCATION; \*CURRICULUM  
GUIDES; TRADE AND INDUSTRIAL  
EDUCATION  
IDENTIFIERS - PARACOSMETOLOGISTS

ABSTRACT - DEVELOPED BY AN  
INSERVICE EDUCATION GROUP, THIS  
CURRICULUM GUIDE IS INTENDED TO AID  
COSMETOLOGY INSTRUCTORS IN  
PRESENTING PARA-COSMETOLOGY COURSES  
FOR THE PHYSICALLY HANDICAPPED. JOB  
DESCRIPTIONS, ESTIMATED  
INSTRUCTIONAL TIMES, AND  
INSTRUCTIONAL PERFORMANCE GOALS ARE  
PRESENTED FOR THE PARA-  
COSMETOLOGIST OCCUPATIONS OF: (1)  
DISPENSARY CLERK, (2)  
ELECTROLOGIST, (3) MAKE-UP  
SPECIALIST, (4) MANICURIST, (5)  
RECEPTIONIST, (6) WIG MAKER, AND  
(7) WIG STYLIST. A LIST OF THE  
WORKSHOP'S PARTICIPANTS IS  
APPENDED. (GER)

VT 013 751  
HOGART, R.W.  
A GUIDE TO HELP THE STUDENT STUDY.

BLACKHAWK TECH, JANESVILLE, WIS.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 2APR71 11P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; TECHNICAL EDUCATION;  
\*STUDY GUIDES; RESOURCE MATERIALS;  
\*STUDY HABITS; \*STUDY SKILLS;  
STUDENT NEEDS; \*READING SKILLS;  
TESTING

ABSTRACT - INCLUDED IN THIS  
HANDBOOK ARE SUGGESTIONS FOR  
IMPROVING THE STUDY HABITS OF  
VOCATIONAL AND TECHNICAL STUDENTS.  
ARRANGED IN OUTLINE FORMAT, THE  
HANDBOOK INCLUDES SECTIONS ON: (1)  
PLANNING YOUR WORK, (2) IMPROVING  
YOUR READING ABILITY, (3) MASTERING  
THE TEXTBOOK ASSIGNMENT - THE P-Q-

R-S-T METHOD, (4) IMPROVING YOUR  
MEMORY, (5) INCREASING YOUR ABILITY  
TO CONCENTRATE, (6) PREPARING FOR  
AND TAKING EXAMINATIONS, (7) TAKING  
LECTURE NOTES, (8) REDUCING READING  
AND STUDY HANDICAPS, AND (9) APPLY  
WHAT YOU LEARN. TEACHERS IN ALL  
SERVICE AREAS MAY WANT TO ADOPT  
THIS GUIDE FOR THEIR STUDENTS.  
(JS)

VT 013 752 ED 055 168  
HARRIS, WILBERT, AND OTHERS  
HANDBOOK FOR COORDINATORS OF  
INDUSTRIAL COOPERATIVE TRAINING IN  
VIRGINIA'S PUBLIC SCHOOLS.

VIRGINIA STATE DEPT. OF EDUCATION,  
RICHMOND. TRADE AND INDUSTRIAL  
EDUCATION SERVICE.  
EDRS PRICE MF-\$3.65 HC-\$3.29.  
STATE DEPARTMENT OF EDUCATION,  
PUBLIC INFORMATION DIVISION, NINTH  
STREET OFFICE BUILDING, RICHMOND,  
VIRGINIA 23216 (\$3.75)  
PUB DATE - JAN71 98P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL  
EDUCATION; \*GUIDES; \*COOPERATIVE  
EDUCATION; PROGRAM EVALUATION;  
SECONDARY EDUCATION; ADVISORY  
COMMITTEES; RESPONSIBILITY;  
CURRICULUM DEVELOPMENT; EDUCATIONAL  
FACILITIES; TEACHING TECHNIQUES;  
YOUTH CLUBS; GRADING; INSTRUCTOR  
COORDINATORS

ABSTRACT - DESIGNED AS AN  
ADMINISTRATIVE GUIDE FOR INDUSTRIAL  
COOPERATIVE TRAINING (ICT)  
COORDINATORS, THIS HANDBOOK WAS  
ASSEMBLED TO PROVIDE MUCH OF THE  
INFORMATION NEEDED TO OPERATE A  
SUCCESSFUL PROGRAM. THE GUIDE  
INCLUDES THE POLICIES OF THE TRADE  
AND INDUSTRIAL EDUCATION SERVICE,  
CURRICULUM OUTLINES, DUTIES AND  
RESPONSIBILITIES OF THE COORDINATOR  
AND SUCCESSFUL OPERATIONAL  
TECHNIQUES. MAJOR SECTIONS OF THE  
DOCUMENT INCLUDE: (1) THE ICT  
COORDINATOR, (2) STATE REGULATION,  
(3) ADVISORY COMMITTEE, (4) THE  
CLASSROOM, (5) SELECTING TRAINING  
AGENCIES, (6) SUPERVISING STUDENTS  
ON THE JOB, AND (7) THE HIGH SCHOOL  
ADMINISTRATOR'S RESPONSIBILITIES.  
ALSO INCLUDED ARE CHECKLISTS USEFUL

## IN EVALUATING PROGRAMS. (JS)

VT 013 753

HOGARD, R.W.

HOW TO GET A JOB. PART 2: THE  
PERSONAL DATA SHEET.

BLACKHAWK TECH, JANESVILLE, WIS.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 15MAR71 29P.

DESCRIPTORS - VOCATIONAL EDUCATION;  
\*INSTRUCTIONAL MATERIALS; RESOURCE  
MATERIALS; \*JOB APPLICATION; \*DATA  
SHEETS; LETTERS (CORRESPONDENCE);  
\*OCCUPATIONAL GUIDANCE; TEACHER  
GUIDANCE; \*TEACHING GUIDES

ABSTRACT - DEVELOPED TO TEACH  
STUDENTS THE PROCEDURES OF FINDING  
EMPLOYMENT, THIS GUIDE STRESSES THE  
IMPORTANCE AND USE OF THE LETTER OF  
APPLICATION, THE PERSONAL DATA  
SHEET, AND THE APPLICATION FORM.  
SPECIFIC TOPICS INCLUDE: (1) HOW TO  
FIND OUT ABOUT JOBS, (2) HOW TO  
DEVELOP YOUR LETTER, AND (3) HOW TO  
PICK AN EMPLOYER YOU WANT TO WORK  
FOR. ALSO INCLUDED ARE SAMPLE FORMS  
OF LETTERS OF APPLICATION, DATA  
SHEETS, AND EMPLOYMENT  
APPLICATIONS. (JS)

VT 013 758

CASEY, JAMES P.; GAGE, GEORGE J.,  
ED.

SCREEN PROCESS PRINTING.

CALIFORNIA UNIV., LOS ANGELES. DIV.  
OF VOCATIONAL EDUCATION.; CALIFORNIA  
STATE DEPT. OF EDUCATION,  
SACRAMENTO. BUREAU OF INDUSTRIAL  
EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 71 114P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; \*INDUSTRIAL ARTS;  
\*GRAPHIC ARTS; CURRICULUM GUIDES;  
\*TEACHING GUIDES; \*INSTRUCTIONAL  
MATERIALS; REFERENCE MATERIALS

ABSTRACT - DEVELOPED BY AN IN-  
SERVICE EDUCATION GROUP OF STATE  
AND LOCAL EDUCATORS, THIS TEACHING  
GUIDE IS FOR INSTRUCTORS OF  
INDUSTRIAL ARTS AND VOCATIONAL  
EDUCATION GRAPHIC ARTS COURSES. IT

IS INTENDED AS A REFERENCE TEXT FOR  
PRINT SHOP INSTRUCTORS WHO WISH TO  
INTRODUCE THE SCREEN PRINTING  
PROCESSES IN THEIR COURSES OF  
INSTRUCTION OR TO UPDATE THEIR  
KNOWLEDGE OF THIS SEGMENT OF THE  
GRAPHIC ARTS INDUSTRY. TOPICS  
INCLUDE: (1) SCREEN FABRICS, (2)  
SCREEN PRINTING INKS, (3) THE  
SQUEEGEE: TYPES AND USES, (4)  
DIRECT SCREEN PROCESS PRINTING  
PLATE, (5) THE PROCEDURE FOR MAKING  
A DIRECT CONTACT PHOTO SCREEN, (6)  
INTRODUCTION TO CARBON TISSUE PHOTO  
STENCILS, (7) SCREEN PRINTING: TIPS  
AND TECHNIQUES, AND (8) SOLUTIONS  
TO PROBLEMS ENCOUNTERED IN  
PRINTING. AN APPENDIX CONTAINING  
SAMPLE SCREENED ITEMS AND A  
BIBLIOGRAPHY ARE INCLUDED. (GEB)

VT 013 773

TRAINING COURSE FOR POWER OPERATION  
PERSONNEL, LESSONS I-XII.

DEPARTMENT OF THE INTERIOR, DENVER,  
COLO. ENGINEERING AND RESEARCH  
CENTER.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 70 932P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*TEACHING GUIDES; \*VOCATIONAL  
EDUCATION; \*ELECTRICITY; \*KINETICS;  
MAINTENANCE; UTILITIES; JOB  
TRAINING; POST TESTING; OBJECTIVE  
TESTS; GRAPHS; CHARTS  
IDENTIFIERS - POWER OPERATION  
PERSONNEL

ABSTRACT - DEVELOPED FOR THE  
DEPARTMENT OF THE INTERIOR BUREAU  
OF RECLAMATION, THIS SERIES OF  
LESSONS MAKE UP AN EXTENSIVE  
TRAINING COURSE FOR POWER OPERATION  
PERSONNEL. THE 12 LESSON TOPICS  
INCLUDE: (1) HYDROELECTRIC POWER,  
(2) HYDRAULIC TURBINES, (3)  
GOVERNORS FOR HYDRAULIC TURBINES,  
(4) ALTERNATORS AND ALTERNATING  
CURRENT GENERATORS, (5) ALTERNATING  
CURRENT GENERATOR COMPONENTS,  
EXCITATION, EXCITATION CONTROL, (6)  
SYNCHRONIZATION AND LOAD CONTROL,  
(7) SUBSTATIONS, TRANSFORMERS,  
CIRCUIT BREAKERS AND REGULATORS,  
(8) PROTECTIVE RELAYING, (9)  
TRANSMISSION LINES AND THEIR

OPERATION, AND (10) INTERCONNECTED SYSTEM OPERATION. EACH LESSON IS CONTAINED IN AN INDIVIDUAL BOOKLET, INCLUDES A COMPLETE DISCUSSION, AND IS ILLUSTRATED WITH CHARTS AND GRAPHS. AN OBJECTIVE POST TEST WITH ANSWERS IS PROVIDED FOR EACH LESSON. (GEB)I

# VT 013 850

ZAKALUK, ROBERT  
RELATED INFORMATION FOR PRINTERS,  
VOLUME 1.

RUTGERS, THE STATE UNIV., NEW  
BRUNSWICK, N.J. CURRICULUM  
LAB.; MIDDLESEX COUNTY AREA  
VOCATIONAL TECHNICAL SCHOOL, NEW  
BRUNSWICK, N.J.  
NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION  
MF AVAILABLE IN VT-ERIC SET.  
CURRICULUM LABORATORY, VOCATIONAL-  
TECHNICAL EDUCATION DEPT., BUILDING  
4103 - KILMER CAMPUS, RUTGERS  
UNIVERSITY NEW BRUNSWICK, NEW  
JERSEY 08903 (\$1.50)  
PUB DATE - ND 55P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; \*INDUSTRIAL EDUCATION;  
\*STUDY GUIDES; \*PRINTING;  
\*CHEMISTRY; HIGH SCHOOL STUDENTS;  
SECONDARY EDUCATION; GRAPHIC ARTS;  
INSTRUCTIONAL MATERIALS;  
BIBLIOGRAPHIES; GLOSSARIES

ABSTRACT - DEVELOPED BY A COMMITTEE  
OF PRINTING INSTRUCTORS, THIS  
MANUAL IS FOR STUDENT USE IN  
LEARNING RELATED INFORMATION FOR  
PRINTERS. IT WAS INTENDED TO  
EXPLAIN TO VOCATIONAL HIGH SCHOOL  
STUDENTS SOME OF THE CHEMISTRY OF  
PRINTING SO THAT THEY MIGHT DO  
THEIR WORK MORE CAREFULLY AND MORE  
KNOWLEDGEABLY. THE SIX UNITS, WITH  
VARIOUS LESSONS INCLUDED UNDER  
EACH, ARE: (1) PAPER, (2) INK, (3)  
MATERIAL, (4) PH FOR PRESSMAN, (5)  
PHOTOGRAPHY, AND (6) PLATE MAKING.  
EACH LESSON INCLUDES STATED  
OBJECTIVES, RELATED INFORMATION,  
TERMS, QUESTIONS, AND SUGGESTIONS  
FOR THINGS TO DO. A GLOSSARY OF  
TERMS AND A BIBLIOGRAPHY ARE  
INCLUDED. (GEB)I

# VT 013 860

RAYMOND, L.E., AND OTHERS  
INTRODUCTION TO WOOD FINISHING.

HUGHSON UNION HIGH SCHOOL, CALIF.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 69 24P.

DESCRIPTORS - \*INDUSTRIAL ARTS;  
\*WOODWORKING; \*FINISHING; \*LEARNING  
ACTIVITY PACKAGES; \*INSTRUCTIONAL  
MATERIALS; INDIVIDUALIZED  
INSTRUCTION; EDUCATIONAL  
OBJECTIVES; PRETESTS;  
BIBLIOGRAPHIES  
IDENTIFIERS - \*LEARNING ACTIVITY  
PACKAGES; LAPS

ABSTRACT - DEVELOPED UNDER A TITLE  
III PROJECT, THIS LEARNING PACKET  
IS FOR STUDENT USE IN LEARNING THE  
PRINCIPLES OF WOOD FINISHING. THE  
PRIMARY IDEA IS TO INSTRUCT THE  
STUDENT SO HE WILL BE ABLE BOTH TO  
PROPERLY PREPARE THE PROJECT OR  
MATERIAL FOR FINISHING AND  
DETERMINE ALL TYPES OF FINISHES  
THAT ARE SUITABLE FOR WOOD  
FINISHING. THIS PACKET CONTAINS  
STATED INSTRUCTIONAL OBJECTIVES, A  
PRETEST, ACTIVITIES, STUDY  
QUESTIONS, A FINAL EXAMINATION, AND  
A BIBLIOGRAPHY. THIS ACTIVITY  
LEARNING PACKET IS DESIGNED SO THAT  
STUDENTS MAY LEARN AT THEIR OWN  
RATE AND SO THAT THEY WILL BE AWARE  
OF THE INSTRUCTIONAL OBJECTIVES.  
(GEB)I

# VT 013 861

EATON, GARTH, COMP., AND OTHERS  
SHOP ORIENTATION, JOINT VENTURE.

HUGHSON UNION HIGH SCHOOL, CALIF.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 69 25P.

DESCRIPTORS - \*INDUSTRIAL ARTS;  
\*SCHOOL SHOPS; \*ORIENTATION;  
\*LEARNING ACTIVITIES;  
\*INSTRUCTIONAL MATERIALS;  
INDIVIDUALIZED INSTRUCTION; SCHOOL  
SAFETY; EDUCATIONAL OBJECTIVES;  
BEHAVIORAL OBJECTIVES; PRETESTS;  
BIBLIOGRAPHIES  
IDENTIFIERS - \*LEARNING ACTIVITY  
PACKAGES; LAPS

ABSTRACT - DEVELOPED UNDER A TITLE III PROJECT, THIS LEARNING PACKET IS FOR STUDENT USE IN LEARNING INFORMATION REGARDING SHOP ORIENTATION. THE PRIMARY PURPOSE IS TO FAMILIARIZE THE STUDENT WITH SHOP PROCEDURES AND SAFETY PRACTICES WHICH SHOULD BE OBSERVED WHILE WORKING IN THE WOODSHOP, AND THE SECONDARY PURPOSE IS TO MAKE THE STUDENT AWARE OF GENERAL REGULATIONS, PRECAUTIONS, CONDUCT, FIRE PREVENTION, CLEAN-UP PROCEDURES AND SAFETY RULES. THE CONTENTS INCLUDE: (1) STATED INSTRUCTIONAL OBJECTIVES, (2) A PRE-TEST, (3) SEGMENT EXAM, (4) REQUIRED ACTIVITIES, (5) INSTRUCTIONAL SHEETS, (6) A LIST OF SHOP RULES, (7) ANSWERS TO THE PRETEST AND SEGMENT EXAMS, (8) A FINAL EXAMINATION, AND (9) A BIBLIOGRAPHY. THIS LEARNING ACTIVITY PACKET IS DESIGNED SO THAT STUDENTS MAY LEARN AT THEIR INDIVIDUAL RATES, AND MAY GAIN AN UNDERSTANDING OF THE INSTRUCTIONAL OBJECTIVES. (GER)]

VT 013 862

LAUKKANEN, WALTER  
GEOMETRY OF SHEET METAL DRAWING.  
CONSTRUCTION TRADES: SHEET METAL  
NO. 4. GEOMETRY OF SHEET METAL  
LAYOUT.

HUGHSON UNION HIGH SCHOOL, CALIF.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JUL69 25P.

DESCRIPTORS - \*INDUSTRIAL ARTS;  
\*SHEET METAL WORK; \*GEOMETRIC  
CONCEPTS; \*DRAFTING; \*LEARNING  
ACTIVITIES; INSTRUCTIONAL  
MATERIALS; INDIVIDUALIZED  
INSTRUCTION; EDUCATIONAL  
OBJECTIVES; PRETESTS;  
BIBLIOGRAPHIES  
IDENTIFIERS - \*LEARNING ACTIVITY  
PACKAGES; LAPS

ABSTRACT - DEVELOPED UNDER A TITLE III PROJECT FOR A JUNIOR COLLEGE AND A LOCAL SCHOOL DISTRICT, THIS PACKET IS FOR STUDENT USE IN LEARNING ABOUT THE SHEET METAL PHASE OF THE CONSTRUCTION TRADES.

THIS UNIT, WITH AN AVERAGE COMPLETION TIME OF 10 DAYS, IS CONCERNED WITH INTRODUCING GEOMETRIC DRAWING TO THE STUDENT AND GIVING HIM INFORMATION ON FREQUENTLY USED GEOMETRICAL CONSTRUCTION. CONTENTS INCLUDE: (1) THE STATED IDEAS, (2) STATED INSTRUCTIONAL OBJECTIVES, (3) A PRETEST WITH ANSWERS PROVIDED, (4) ACTIVITIES, (5) INSTRUCTION SHEETS, (6) AN EVALUATION TEST, AND (7) A BIBLIOGRAPHY. THIS ACTIVITY LEARNING PACKET IS PREPARED SO THAT STUDENTS MAY WORK AT THEIR OWN RATE AND MAY BE AWARE OF THE INSTRUCTIONAL OBJECTIVES. THE MATERIAL IS ILLUSTRATED WITH LINE DRAWINGS AND CARTOONS. (GER)]

VT 013 863

LAUKKANEN, WALTER, COMP., AND  
OTHERS  
WHO ELSE BUT LAPS OFFERS THE BIG  
SNIP. CONSTRUCTION TRADES: SHEET  
METAL NO. 3. TOOLS AND EQUIPMENT  
FOR LAYOUT ON SHEET METAL.

HUGHSON UNION HIGH SCHOOL, CALIF.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JUL69 33P.

DESCRIPTORS - \*INDUSTRIAL ARTS;  
\*SHEET METAL WORK; \*EQUIPMENT  
UTILIZATION; \*LEARNING ACTIVITIES;  
\*INSTRUCTIONAL MATERIALS;  
INDIVIDUALIZED INSTRUCTION;  
EDUCATIONAL OBJECTIVES; PRETESTS;  
BIBLIOGRAPHIES; HAND TOOLS  
IDENTIFIERS - \*LEARNING ACTIVITY  
PACKAGES; LAPS

ABSTRACT - DEVELOPED UNDER A TITLE III PROJECT FOR A JUNIOR COLLEGE AND A LOCAL SCHOOL DISTRICT, THIS LEARNING PACKET IS FOR STUDENT USE IN LEARNING ABOUT THE SHEET METAL PHASE OF THE CONSTRUCTION TRADES. THIS UNIT IS CONCERNED WITH TOOLS AND EQUIPMENT FOR SHEET METAL LAYOUT AND IS DESIGNED TO BE COMPLETED IN A 10-DAY TIME PERIOD. THE PRIMARY PURPOSE IS TO PREPARE THE STUDENT TO ASSOCIATE THE PROPER LAYOUT TOOL WITH THE PROPER JOB. CONTENTS INCLUDE: (1) STATED INSTRUCTIONAL OBJECTIVES, (2) A PRETEST WITH ANSWERS PROVIDED, (3)



AN EXPLANATION OF THE PRE-TEST EXEMPTING PROCEDURE, (4) ACTIVITIES, (5) INSTRUCTION SHEETS, (6) AN EVALUATION TEST, AND (7) A BIBLIOGRAPHY. THIS ACTIVITY LEARNING PACKET IS DESIGNED SO THAT STUDENTS MAY WORK AT THEIR OWN RATE AND MAY BE AWARE OF THE INSTRUCTIONAL OBJECTIVES. THE MATERIAL IS ILLUSTRATED WITH LINE DRAWINGS. (GEB)

VT 013 864  
HAMES, DAN  
ARCHITECTURE--DRAFTING AND DESIGN.  
FOUNDATION CONSTRUCTION (DETAILS).

HUGHSON UNION HIGH SCHOOL, CALIF.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 69 22P.

DESCRIPTORS - \*INDUSTRIAL ARTS;  
\*ARCHITECTURE; \*CONSTRUCTION  
(PROCESS); \*LEARNING ACTIVITIES;  
\*INSTRUCTIONAL MATERIALS;  
INDIVIDUALIZED INSTRUCTION;  
EDUCATIONAL OBJECTIVES; PRETESTS;  
BIBLIOGRAPHIES; DRAFTING  
IDENTIFIERS - \*LEARNING ACTIVITY  
PACKAGES; LAPS

ABSTRACT - DEVELOPED UNDER A TITLE III PROJECT, THIS LEARNING PACKET IS FOR STUDENT USE IN LEARNING THE METHODS AND MATERIALS USED IN CONSTRUCTING FOUNDATIONS. SECONDARY IDEAS INCLUDE HELPING THE STUDENT TO DEVELOP A BASIC UNDERSTANDING OF FOOTINGS, PIERS AND FOUNDATION WALLS, TO KNOW THE ARRANGEMENT AND SIZES OF BUILDING MATERIALS USED IN THE CONSTRUCTION OF THE BOX SILL FOR THE FRAME HOUSE, AND TO DEVELOP AN ABILITY TO SOLVE PROBLEMS DEALING WITH VOLUMES. THIS DOCUMENT CONTAINS (1) THE STATED IDEAS, (2) STUDENT OBJECTIVES, (3) A PRETEST, (4) SUGGESTED ACTIVITIES, (5) INSTRUCTIONAL AID SHEETS, (6) OPTIONAL ACTIVITIES, (7) ASSEMBLY PROCEDURES, AND (8) A BIBLIOGRAPHY. THE MATERIAL IS DESIGNED SO THAT THE STUDENT MAY PROCEED AT HIS OWN LEARNING RATE. LINE DRAWINGS ARE USED FOR ILLUSTRATIONS. (GEB)

VT 013 865  
HAYHURST, REX, AND OTHERS

ALTERNATOR AND REGULATOR.  
VOCATIONAL AUTO LAP NO. 5.

HUGHSON UNION HIGH SCHOOL, CALIF.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 68 50P.

DESCRIPTORS - \*INDUSTRIAL ARTS;  
\*AUTO MECHANICS; \*ELECTRICAL  
SYSTEMS; \*LEARNING ACTIVITIES;  
\*INSTRUCTIONAL MATERIALS;  
INDIVIDUALIZED INSTRUCTION;  
EDUCATIONAL OBJECTIVES; PRETESTS;  
BIBLIOGRAPHIES  
IDENTIFIERS - \*LEARNING ACTIVITY  
PACKAGES; LAPS

ABSTRACT - DEVELOPED UNDER A TITLE III PROJECT, THIS LEARNING PACKET IS FOR STUDENT USE IN GAINING KNOWLEDGE OF THE CONSTRUCTION AND OPERATION OF THE A-C GENERATOR (ALTERNATOR) AND THE A-C REGULATOR. SKILLS AND KNOWLEDGES TO BE ACQUIRED INCLUDE THE PRINCIPLES AND OPERATION OF THE GENERATOR-ALTERNATOR, TESTING AND SERVICING THE ALTERNATOR, PRINCIPLES AND OPERATION OF THE REGULATOR, AND ADJUSTING THE REGULATOR. CONTENTS INCLUDE THE STATED IDEAS AND INSTRUCTIONAL OBJECTIVES, A PRETEST, SUGGESTED ACTIVITIES, INFORMATION SHEETS, AN INSTRUCTIONAL SHEET, AND A BIBLIOGRAPHY. THE MATERIAL IS DESIGNED SO THAT THE STUDENT MAY LEARN AT HIS OWN RATE. THE PACKET IS ILLUSTRATED WITH LINE DRAWINGS AND PICTURES. (GEB)

VT 013 873  
ALLEN, KAREN SUE, AND OTHERS  
VOCATIONAL INDUSTRIAL COOPERATIVE  
TRAINING AND DISTRIBUTIVE EDUCATION  
FOR GRADES 10-12. EXPERIMENTAL  
EDITION, 1968.

NEDERLAND INDEPENDENT SCHOOL  
DISTRICT, TEX.  
DOCUMENT NOT AVAILABLE FROM EDRS.  
ASSISTANT SUPERINTENDENT FOR  
INSTRUCTION, NEDERLAND INDEPENDENT  
SCHOOL DISTRICT, 220 17TH STREET,  
NEDERLAND, TEXAS 77627  
PUB DATE - JUL68 86P.

DESCRIPTORS - \*DISTRIBUTIVE



EDUCATION; \*TRADE AND INDUSTRIAL EDUCATION; \*INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; \*CURRICULUM GUIDES; EDUCATIONAL OBJECTIVES; \*PROGRAM COORDINATION; PROGRAM ADMINISTRATION; TEACHING TECHNIQUES; YOUTH CLUBS; ADVISORY COMMITTEES; COURSE CONTENT; COURSE ORGANIZATION

IDENTIFIERS - DISTRIBUTIVE EDUCATION CLUBS OF AMERICA; DECA

ABSTRACT - DEVELOPED FOR HIGH SCHOOL INDUSTRIAL COOPERATIVE TRAINING AND DISTRIBUTIVE EDUCATION TEACHERS, THIS CURRICULUM GUIDE DESCRIBES THE CHARACTERISTICS OF THE TWO PROGRAMS AND OUTLINES THE SCOPE AND SEQUENCE OF SUBJECT MATTER. SPECIFIC INFORMATION PROVIDED FOR THE INDUSTRIAL TRAINING PROGRAM PERTAIN TO SUCH TOPICS AS OBJECTIVES, INSTRUCTIONAL PRACTICES, PROGRAM COSTS, AND RESOURCE MATERIALS. INFORMATION FOR DISTRIBUTIVE EDUCATION TEACHERS COVER SUCH TOPICS AS BASIC REQUIREMENTS AND REGULATIONS, THE OPERATION OF A DISTRIBUTIVE EDUCATION PROGRAM, AND THE SCOPE AND UNITS FOR GRADE 11 AND GRADE 12. NUMEROUS CHARTS AND FORMS FOR USE BY THE PROGRAM COORDINATOR ARE INCLUDED. (AUTHOR/JS)

VT 013 888

DECIDING ON AND LOCATING YOUR KIND OF JOB.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.; OHIO STATE DEPT. OF EDUCATION, COLUMBUS. AGRICULTURAL EDUCATION SERVICE. MF AVAILABLE IN VT\_ERIC SET.

AGDEX 900/01-AWE-1

AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210 (\$.30)  
PUB DATE - 71 16P.

DESCRIPTORS - \*VOCATIONAL EDUCATION; \*UNITS OF STUDY (SUBJECT FIELDS); \*OCCUPATIONAL INFORMATION; JOB APPLICATION; \*EMPLOYMENT SERVICES; OCCUPATIONAL CHOICE; INSTRUCTIONAL AIDS

ABSTRACT - THIS UNIT HAS BEEN DEVELOPED FOR STUDENT USE IN FINDING SOURCES OF INFORMATION ABOUT JOBS AND FILLING OUT APPLICATION FORMS USED BY STATE AND PRIVATE EMPLOYMENT AGENCIES. DRAWINGS, SAMPLE NEWSPAPER WANT ADS, EMPLOYMENT AGENCY APPLICATION FORMS, AND A SELF-INVENTORY FORM ARE INCLUDED IN THE TEXT. RELATED UNITS ARE AVAILABLE AS VT 013 889- VT 013 891 IN THIS ISSUE. (SB)

VT 013 889

GETTING YOUR JOB.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.; OHIO STATE DEPT. OF EDUCATION, COLUMBUS. AGRICULTURAL EDUCATION SERVICE. MF AVAILABLE IN VT\_ERIC SET.

AGDEX 900/05-AWE-2

OHIO AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210 (\$.30)  
PUB DATE - 71 15P.

DESCRIPTORS - \*VOCATIONAL EDUCATION; \*UNITS OF STUDY (SUBJECT FIELDS); OCCUPATIONAL INFORMATION; \*JOB APPLICATION; EMPLOYMENT SERVICES; OCCUPATIONAL CHOICE; \*EMPLOYMENT INTERVIEWS; INSTRUCTIONAL AIDS

ABSTRACT - THIS UNIT HAS BEEN DEVELOPED FOR STUDENT USE IN GETTING A SOCIAL SECURITY CARD, COMPILING A RESUME, FILLING OUT A JOB APPLICATION FORM, AND PREPARING FOR A JOB INTERVIEW. ILLUSTRATIONS, SAMPLE APPLICATION FORMS, AND A SAMPLE RESUME ARE INCLUDED IN THE TEXT. RELATED UNITS ARE AVAILABLE AS VT 013 888-VT 013 891 IN THIS ISSUE. (SB)

VT 013 890

SHANNON, THEODORE  
SAVINGS AND CHECKING ACCOUNTS.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.; OHIO STATE DEPT. OF EDUCATION, COLUMBUS. AGRICULTURAL EDUCATION SERVICE. MF AVAILABLE IN VT\_ERIC SET.  
AGDEX 900/10-AWE-3

OHIO AGRICULTURAL EDUCATION  
CURRICULUM MATERIALS SERVICE, THE  
OHIO STATE UNIVERSITY, 2120 FYFFE  
ROAD, COLUMBUS, OHIO 43210 (\$3.30)  
PUB DATE - 71 23P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; \*UNITS OF STUDY (SUBJECT  
FIELDS); \*MONEY MANAGEMENT;  
BANKING; INSTRUCTIONAL AIDS

ABSTRACT - THIS UNIT HAS BEEN  
DEVELOPED FOR STUDENT USE IN  
LEARNING THE PROCEDURES FOR  
MAINTAINING SAVINGS AND CHECKING  
ACCOUNTS. ILLUSTRATIONS AND SAMPLE  
FORMS FOR OPENING, DEPOSITING, AND  
WITHDRAWING MONEY FROM A SAVINGS  
AND A CHECKING ACCOUNT ARE INCLUDED  
IN THE TEXT. RELATED UNITS ARE  
AVAILABLE AS VT 013 888-VT 013 891.  
(SB)

VT 013 891  
SHANNON, THEODORE  
CREDIT.

OHIO STATE UNIV., COLUMBUS, DEPT.  
OF AGRICULTURAL EDUCATION.; OHIO  
STATE DEPT. OF EDUCATION, COLUMBUS.  
AGRICULTURAL EDUCATION SERVICE.  
MF AVAILABLE IN VT-ERIC SET.  
AGDEX 900/11-AWE-4  
OHIO AGRICULTURAL EDUCATION  
CURRICULUM MATERIALS SERVICE, THE  
OHIO STATE UNIVERSITY, 2120 FYFFE  
ROAD, COLUMBUS, OHIO 43210 (\$3.30)  
PUB DATE - 71 27P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; \*UNITS OF STUDY (SUBJECT  
FIELDS); \*CREDIT (FINANCE); MONEY  
MANAGEMENT; INSTRUCTIONAL AIDS

ABSTRACT - THIS UNIT HAS BEEN  
DEVELOPED FOR STUDENT USE IN  
LEARNING ABOUT CREDIT SOURCES,  
APPLYING FOR AND USING CREDIT  
CARDS, AND OTHER ASPECTS OF CREDIT.  
ILLUSTRATIONS AND SAMPLE CREDIT  
APPLICATION FORMS ARE INCLUDED IN  
THE TEXT. RELATED DOCUMENTS ARE  
AVAILABLE AS VT 013 888-VT 013 890.  
(SB)

VT 013 938  
MACHINE TRADES II, INSTRUCTOR'S  
MANUAL; SHAPER WORK, PLANER WORK,

MILLING MACHINE WORK, GEARS AND  
GEARING, GRINDER WORK, METALLURGY,  
AND HEAT TREATING.

OHIO STATE DEPT. OF EDUCATION,  
COLUMBUS. TRADE AND INDUSTRIAL  
EDUCATION SERVICE.  
MF AVAILABLE IN VT-ERIC SET.  
OHIO TRADE & INDUSTRIAL EDUCATION  
SERVICE, INSTRUCTIONAL MATERIALS  
LABORATORY, THE OHIO STATE  
UNIVERSITY, 1885 NEIL AVENUE,  
COLUMBUS, OHIO 43210 (\$4.00)  
PUB DATE - 71 322P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL  
EDUCATION; \*TEACHING GUIDES;  
\*MACHINE TOOLS; \*METALS; \*REFERENCE  
MATERIALS; VOCATIONAL EDUCATION;  
MANUALS; ASSIGNMENTS; COURSE  
OBJECTIVES

ABSTRACT - DEVELOPED BY A COMMITTEE  
FOR THE DIVISION OF VOCATIONAL  
EDUCATION, THIS INSTRUCTOR'S MANUAL  
IS DESIGNED TO ASSIST WITH THE  
TEACHING OF RELATED TECHNICAL  
KNOWLEDGE FOR THE MACHINE TRADE.  
THE 155 ASSIGNMENT SHEETS,  
CATEGORIZED UNDER SEVEN GENERAL  
TOPICS, CONTAIN A STATED OBJECTIVE,  
A LIST OF REFERENCES, AND QUESTIONS  
WITH ANSWERS. GENERAL TOPICS  
INCLUDE: (1) SHAPER WORK, (2)  
PLANER WORK, (3) MILLING MACHINE  
WORK, (4) GEARS AND GEARING, (5)  
GRINDER WORK, (6) METALLURGY, AND  
(7) HEAT TREATING. SAMPLE  
ASSIGNMENTS SHEET TITLES INCLUDE:  
(1) VERTICAL SHAPER OR SLOTTER, (2)  
COOLANTS AND CUTTING FLUIDS, (3)  
CUTTING SPEEDS AND FEEDS, (4) SETUP  
AND CUTTING OF THE SPUR GEAR, (5)  
GRINDING PRINCIPLES AND PRACTICES,  
(6) POWDER METALLURGY, AND (7)  
HARDNESS TESTING INSTRUMENTS.  
ALTHOUGH THE COURSE IS BASED  
PRIMARILY ON "MACHINE TOOL  
OPERATIONS," "MACHINE SHOP  
TECHNOLOGY," AND "MACHINE SHOP  
OPERATIONS AND SETUPS," A LIST OF  
19 ADDITIONAL REFERENCES IS  
PROVIDED IN ORDER TO ANSWER THE  
QUESTIONS. A RELATED DOCUMENT, THE  
LEARNER'S MANUAL, IS AVAILABLE IN  
THIS ISSUE AS VT 013 939. (GEB)

VT 013 939

MACHINE TRADES II, LEARNER'S MANUAL; SHAPER WORK, PLANER WORK, MILLING MACHINE WORK, GEARS AND GEARING, GRINDER WORK, METALLURGY, AND HEAT TREATING.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. TRADE AND INDUSTRIAL EDUCATION SERVICE.  
MF AVAILABLE IN VT-ERIC SET.  
OHIO TRADE & INDUSTRIAL EDUCATION SERVICE, INSTRUCTIONAL MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 (\$3.00)  
PUB DATE - 71 321P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; \*STUDY GUIDES; \*MACHINE TOOLS; \*METALS; \*REFERENCE MATERIALS; MANUALS; VOCATIONAL EDUCATION; ASSIGNMENTS; COURSE OBJECTIVES

ABSTRACT - DEVELOPED BY A COMMITTEE FOR THE DIVISION OF VOCATIONAL EDUCATION, THIS LEARNER'S MANUAL IS DESIGNED TO ASSIST THE STUDENT IN THE MASTERY OF THE RELATED TECHNICAL KNOWLEDGE FOR THE MACHINE TRADE. THE 155 ASSIGNMENT SHEETS, CATEGORIZED UNDER SEVEN GENERAL TOPICS, CONTAIN A STATED OBJECTIVE, A LIST OF REFERENCES, AND QUESTIONS PERTAINING TO THE TOPIC. GENERAL TOPICS INCLUDE: (1) SHAPER WORK, (2) PLANER WORK, (3) MILLING MACHINE WORK, (4) GEARS AND GEARING, (5) GRINDER WORK, (6) METALLURGY, AND (7) HEAT TREATING. SAMPLE ASSIGNMENT SHEET TITLES INCLUDE: (1) VERTICAL SHAPER OR SLOTTER, (2) COOLANTS AND CUTTING FLUIDS, (3) CUTTING SPEEDS AND FEEDS, (4) SETUP AND CUTTING OF THE SPUR GEAR, (5) GRINDING PRINCIPLES AND PRACTICES, (6) POWDER METALLURGY, AND (7) HARDNESS TESTING INSTRUMENTS. ALTHOUGH THE COURSE IS BASED PRIMARILY ON "MACHINE TOOL OPERATIONS," "MACHINE SHOP TECHNOLOGY," AND "MACHINE SHOP OPERATIONS AND SETUPS," A LIST OF 19 ADDITIONAL REFERENCES IS PROVIDED IN ORDER TO ANSWER THE QUESTIONS. A RELATED DOCUMENT, THE INSTRUCTOR'S MANUAL, IS AVAILABLE IN THIS ISSUE AS VT 013 938. (GEB)

VT 013 956

ELECTRIC LINEMAN; SERIES 100, LEARNER'S MANUAL AND ANSWER BOOK.

NATIONAL ASSOCIATION OF JOB TRAINING AND SAFETY INSTRUCTORS.; OHIO STATE DEPT. OF EDUCATION, COLUMBUS. TRADE AND INDUSTRIAL EDUCATION SERVICE.  
MF AVAILABLE IN VT-ERIC SET.  
OHIO TRADE AND INDUSTRIAL EDUCATION SERVICE, INSTRUCTIONAL MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210  
PUB DATE - 70 243P.

DESCRIPTORS - \*STUDY GUIDES; \*TRADE AND INDUSTRIAL EDUCATION; \*ADULT VOCATIONAL EDUCATION; \*ELECTRICIANS; \*RESOURCE MATERIALS; MANUALS; TEACHING GUIDES; INSTRUCTIONAL MATERIALS IDENTIFIERS - \*ELECTRIC LINEMEN; ANSWER BOOKS

ABSTRACT - DEVELOPED BY A STATE AND NATIONAL COMMITTEE AND SUBJECT MATTER SPECIALISTS, THIS STUDY GUIDE IS THE FIRST IN A SERIES DESIGNED FOR STUDENTS AND INSTRUCTORS IN THE LINE TRADES. A SERIES OF 45 JOB TRAINING PROCEDURES AND 54 ASSIGNMENT SHEETS IS DESIGNED TO ASSIST THE BEGINNING LINEMAN IN LEARNING THE PROPER PROCEDURES AND THE RELATED TECHNICAL INFORMATION OF THE LINE TRADE. A RECOMMENDED STEP-BY-STEP PROCEDURE WITH SAFETY PRECAUTIONS AND KEY POINTS FOR COMPLETION IS GIVEN FOR EACH JOB. EACH ASSIGNMENT SHEET PROVIDES THE STATED OBJECTIVE, RELATED INFORMATION AND QUESTIONS, AND SOME INCLUDE ASSIGNMENTS. A LIST OF TOOLS AND EQUIPMENT CONTAINS PHOTOGRAPHS AND BRIEF NOTES ABOUT THEIR USE, AND AN ANSWER BOOK IS INCLUDED FOR THE QUESTIONS ON THE ASSIGNMENT SHEETS. AN EARLIER EDITION OF THIS MANUAL IS AVAILABLE AS VT 000 706 (AIM SPRING 1969). (GEB)

VT 013 980

TOOL AND DIE MAKER.

NEW JERSEY STATE DEPT. OF LABOR AND  
INDUSTRY, TRENTON.

DEPARTMENT OF LABOR, WASHINGTON,  
D.C.

MF AVAILABLE IN VT-ERIC SET.

JOB GUIDE-3R

DIVISION OF PLANNING AND RESEARCH,  
LABOR AND INDUSTRY BUILDING, P. O.  
BOX 359, TRENTON, NEW JERSEY 08625  
(FREE OF CHARGE UPON REQUEST)

PUB DATE - MAR71 22P.

DESCRIPTORS - \*TOOL AND DIE MAKERS;  
\*MACHINE TOOL OPERATORS;  
\*OCCUPATIONAL INFORMATION;  
\*EMPLOYMENT OPPORTUNITIES;  
EDUCATIONAL NEEDS; FRINGE BENEFITS;  
\*INFORMATION SOURCES; JOB TRAINING;  
OCCUPATIONAL GUIDANCE; VOCATIONAL  
COUNSELING; TRADE AND INDUSTRIAL  
EDUCATION  
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE  
DEPARTMENT OF LABOR AND INDUSTRY,  
THIS GUIDE IS ONE IN A SERIES  
DESIGNED TO PROVIDE JOB INFORMATION  
RELATED SPECIFICALLY TO NEW JERSEY.  
THIS PARTICULAR GUIDE CONCERNS THE  
TOOL AND DIE MAKING TRADE. AN  
INTRODUCTION PROVIDING BACKGROUND  
IS FOLLOWED BY INFORMATION ON: (1)  
THE NATURE OF WORK, (2) RELATED  
OCCUPATIONS, (3) WHERE THESE PEOPLE  
ARE EMPLOYED, (4) PHYSICAL AND  
MENTAL REQUIREMENTS, (5) WORKING  
CONDITIONS, (6) WAGES, HOURS, AND  
BENEFITS, (7) COSTS OF EDUCATION,  
(8) OPPORTUNITIES FOR ADVANCEMENT,  
(9) UNIONS, AND (10) THE FUTURE  
OUTLOOK. A SECTION ON HOW TO BECOME  
A TOOL AND DIE MAKER, INCLUDING ON-  
THE-JOB TRAINING, APPRENTICESHIP  
TRAINING, AND PART-TIME COOPERATIVE  
PROGRAMS IS GIVEN. SOURCES FOR  
ADDITIONAL INFORMATION ARE LISTED.  
(GEB)

VT 013 981

AUTOMOBILE MECHANIC.

NEW JERSEY STATE DEPT. OF LABOR AND  
INDUSTRY, TRENTON.

DEPARTMENT OF LABOR, WASHINGTON,  
D.C.

MF AVAILABLE IN VT-ERIC SET.

JOB GUIDE-2R

DIVISION OF PLANNING AND RESEARCH,

LABOR AND INDUSTRY BUILDING, P. O.  
BOX 359, TRENTON, NEW JERSEY 08625  
(FREE OF CHARGE UPON REQUEST)  
PUB DATE - OCT70 24P.

DESCRIPTORS - \*AUTO MECHANICS  
(OCCUPATION); \*OCCUPATIONAL  
INFORMATION; OCCUPATIONAL GUIDANCE;  
\*EMPLOYMENT OPPORTUNITIES;  
VOCATIONAL COUNSELING; EDUCATIONAL  
NEEDS; FRINGE BENEFITS;  
\*INFORMATION SOURCES; JOB TRAINING;  
COOPERATIVE PROGRAMS; ADULT  
EDUCATION; TRADE AND INDUSTRIAL  
EDUCATION  
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE  
DEPARTMENT OF LABOR, THIS GUIDE IS  
ONE IN A SERIES DESIGNED TO PROVIDE  
JOB INFORMATION RELATED  
SPECIFICALLY TO NEW JERSEY. THIS  
PARTICULAR GUIDE CONCERNS THE  
AUTOMOBILE MECHANIC TRADE. AN  
INTRODUCTION PROVIDING BACKGROUND  
IS FOLLOWED BY INFORMATION ON: (1)  
THE NATURE OF WORK, (2) RELATED  
OCCUPATIONS, (3) WHERE THESE PEOPLE  
ARE EMPLOYED, (4) PHYSICAL AND  
MENTAL REQUIREMENTS, (5) WORKING  
CONDITIONS, (6) WAGES, HOURS, AND  
BENEFITS, (7) COSTS OF EDUCATION,  
(8) OPPORTUNITIES FOR ADVANCEMENT,  
(9) UNIONS, AND (10) THE FUTURE  
OUTLOOK. A SECTION ON HOW TO BECOME  
AN AUTOMOBILE MECHANIC, INCLUDING  
ON-THE-JOB TRAINING, APPRENTICESHIP  
TRAINING, PART-TIME COOPERATIVE  
PROGRAMS, ADULT EDUCATION COURSES,  
AND GOVERNMENT FINANCED PROGRAMS IS  
GIVEN. SOURCES FOR ADDITIONAL  
INFORMATION ARE LISTED. (GEB)

VT 013 982

MACHINIST.

NEW JERSEY STATE DEPT. OF LABOR AND  
INDUSTRY, TRENTON.

DEPARTMENT OF LABOR, WASHINGTON,  
D.C.

MF AVAILABLE IN VT-ERIC SET.

JOB GUIDE-4R

DIVISION OF PLANNING AND RESEARCH,  
LABOR AND INDUSTRY BUILDING, P. O.  
BOX 359, TRENTON, NEW JERSEY 08625  
(FREE OF CHARGE UPON REQUEST)

PUB DATE - MAR71 23P.

DESCRIPTORS - \*MACHINISTS; MACHINE TOOL OPERATORS; \*OCCUPATIONAL INFORMATION; \*EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; EDUCATIONAL NEEDS; VOCATIONAL COUNSELING; METAL WORKING OCCUPATIONS; FRINGE BENEFITS; \*INFORMATION SOURCES; JOB TRAINING; COOPERATIVE PROGRAMS; TRADE AND INDUSTRIAL EDUCATION IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATING SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE MACHINIST TRADE. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS, AND (10) THE FUTURE OUTLOOK. A SECTION ON HOW TO BECOME A MACHINIST, INCLUDING ON-THE-JOB TRAINING, APPRENTICESHIP TRAINING, HIGH SCHOOL VOCATIONAL PROGRAMS, AND PART-TIME COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

#### VT 013 983

INJECTION MOLDING MACHINE OPERATOR OR TENDER.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON.  
DEPARTMENT OF LABOR, WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
DIVISION OF PLANNING AND RESEARCH,  
LABOR AND INDUSTRY BUILDING, P. O.  
BOX 359, TRENTON, NEW JERSEY 08625  
(FREE OF CHARGE UPON REQUEST)  
PUB DATE - AUG71 19P.

DESCRIPTORS - \*PLASTICS; \*MACHINE TOOL OPERATORS; \*OCCUPATIONAL INFORMATION; OCCUPATIONAL GUIDANCE; \*EMPLOYMENT OPPORTUNITIES; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; FRINGE BENEFITS;

\*INFORMATION SOURCES; JOB TRAINING; TRADE AND INDUSTRIAL EDUCATION IDENTIFIERS - NEW JERSEY;  
\*INJECTION MOLDING MACHINE OPERATOR

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE OCCUPATION OF INJECTION MOLDING MACHINE OPERATOR OR TENDER. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS, AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME AN INJECTION MOLDING MACHINE OPERATOR OR TENDER IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

#### VT 014 001

BUILDER 3 AND 2. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C. BUREAU OF NAVAL PERSONNEL.  
MF AVAILABLE IN VT-ERIC SET.  
NAVPER-10648-F  
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE,  
WASHINGTON, D.C. 20402 (\$4.25; D 208.11:B 86/3/970)  
PUB DATE - 70 565P.1970  
REVISION.

DESCRIPTORS - \*BUILDING TRADES; \*BUILDING MATERIALS; \*SKILLED WORKERS; \*MILITARY TRAINING; SKILL DEVELOPMENT; \*QUALIFICATIONS; VOCATIONAL EDUCATION; STUDY GUIDES; REFERENCE MATERIALS; TEXTBOOKS; MANUALS  
IDENTIFIERS - \*BUILDER RATINGS

ABSTRACT - DEVELOPED BY THE UNITED STATES NAVY, THIS MANUAL IS INTENDED TO SERVE AS AN AID FOR MEN WHO ARE SEEKING TO ACQUIRE THE



THEORETICAL KNOWLEDGE AND OPERATIONAL SKILLS REQUIRED OF CANDIDATES FOR ADVANCEMENT TO BUILDER THIRD CLASS AND BUILDER SECOND CLASS. INCLUDED IN THE 19 CHAPTERS ARE: (1) DRAWINGS AND SPECIFICATIONS, (2) MATERIALS HANDLING AND SCAFFOLDING, (3) WOODWORKING, (4) MASONRY AND CONCRETE, (5) EXTERIOR AND INTERIOR FINISHING, (6) PLASTERING, STUCCOING, AND TILE SETTING, AND (7) CONSTRUCTION SAFETY AND SUPERVISION. PICTURES AND DRAWINGS ARE USED EXTENSIVELY AS ILLUSTRATIONS. (GEB)

## VT 014 028

TELEVISION SERVICE AND REPAIRMAN (ALSO KNOWN AS TELEVISION AND RADIO SERVICE TECHNICIAN).

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY. DEPARTMENT OF LABOR, WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

JOB GUIDE-49

DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)

PUB DATE - SEP68 20P.

DESCRIPTORS - JOB TRAINING;  
\*OCCUPATIONAL INFORMATION;  
\*EMPLOYMENT OPPORTUNITIES;  
OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS;  
\*INFORMATION SOURCES; \*TELEVISION REPAIRMEN; ELECTRICAL APPLIANCE SERVICEMEN; TRADE AND INDUSTRIAL EDUCATION  
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS TELEVISION SERVICE AND REPAIRMEN. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE

EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, AND (9) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A TELEVISION SERVICE AND REPAIRMAN INCLUDING ON-THE-JOB TRAINING, APPRENTICESHIP TRAINING, TECHNICAL SCHOOLS, AND COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

## VT 014 033

BUILDING MAINTENANCE MAN.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY. DEPARTMENT OF LABOR, WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

JOB GUIDE-44

DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)

PUB DATE - JUN68 15P.

DESCRIPTORS - JOB TRAINING;  
\*OCCUPATIONAL INFORMATION;  
\*EMPLOYMENT OPPORTUNITIES;  
OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS;  
\*INFORMATION SOURCES; \*BUILDING;  
\*MAINTENANCE; TRADE AND INDUSTRIAL EDUCATION  
IDENTIFIERS - NEW JERSEY; BUILDING MAINTENANCE MEN

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS BUILDING MAINTENANCE. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT (9) UNIONS AND (10) THE FUTURE



OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A BUILDING MAINTENANCE MAN INCLUDING ON-THE-JOB TRAINING, APPRENTICESHIP TRAINING, AND COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)I

# VT 014 034

ELECTRICAL APPLIANCE SERVICEMAN.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY. DEPARTMENT OF LABOR, WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

JOB GUIDE-43

DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)

PUB DATE - JUN68 18P.

DESCRIPTORS - JOB TRAINING; \*OCCUPATIONAL INFORMATION; \*EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; \*INFORMATION SOURCES; \*ELECTRICAL APPLIANCE SERVICEMEN; TRADE AND INDUSTRIAL EDUCATION IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS ELECTRICAL APPLIANCE SERVICING. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) ORGANIZATIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME AN ELECTRICAL APPLIANCE SERVICEMAN INCLUDING ON-THE-JOB TRAINING, APPRENTICESHIP TRAINING, AND VOCATIONAL AND COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL

INFORMATION ARE LISTED. (GEB)I

# VT 014 036

AIR CONDITIONING MECHANIC.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY.

DEPARTMENT OF LABOR, WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

JOB GUIDE-41

DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)

PUB DATE - FEB68 19P.

DESCRIPTORS - JOB TRAINING; \*OCCUPATIONAL INFORMATION; \*EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; \*INFORMATION SOURCES; \*AIR CONDITIONING; MECHANICAL EQUIPMENT; \*APPLIANCE SERVICE TECHNICIANS; TRADE AND INDUSTRIAL EDUCATION IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS AIR CONDITIONER SERVICING AND REPAIR. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS; (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) ORGANIZATIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME AN AIR CONDITIONING MECHANIC INCLUDING ON-THE-JOB TRAINING, APPRENTICESHIP TRAINING, AND VOCATIONAL AND COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)I

# VT 014 037

CABINETMAKER.

NEW JERSEY STATE DEPT. OF LABOR AND  
INDUSTRY, TRENTON. DIV. OF  
EMPLOYMENT SECURITY.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.

MF AVAILABLE IN VT-ERIC SET.  
JOB GUIDE-40

DIVISION OF PLANNING AND RESEARCH,  
LABOR AND INDUSTRY BUILDING, P. O.  
BOX 359, TRENTON, NEW JERSEY 08625  
(FREE, UPON REQUEST)

PUB DATE - DEC67 17P.

DESCRIPTORS - JOB TRAINING;  
\*OCCUPATIONAL INFORMATION;  
\*EMPLOYMENT OPPORTUNITIES;  
OCCUPATIONAL GUIDANCE; VOCATIONAL  
COUNSELING; EDUCATIONAL NEEDS;  
\*INFORMATION SOURCES;  
\*CABINETMAKING; WOODWORKING;  
PLASTICS; TRADE AND INDUSTRIAL  
EDUCATION  
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE  
DEPARTMENT OF LABOR, THIS GUIDE IS  
ONE IN A SERIES DESIGNED TO PROVIDE  
JOB INFORMATION RELATED  
SPECIFICALLY TO NEW JERSEY. THIS  
PARTICULAR GUIDE CONCERNS THE  
CABINETMAKING TRADE. AN  
INTRODUCTION PROVIDING BACKGROUND  
IS FOLLOWED BY INFORMATION ON: (1)  
THE NATURE OF THE WORK, (2) RELATED  
OCCUPATIONS, (3) WHERE THESE PEOPLE  
ARE EMPLOYED, (4) PHYSICAL AND  
MENTAL REQUIREMENTS, (5) WORKING  
CONDITIONS, (6) WAGES, HOURS AND  
BENEFITS, (7) COSTS OF EDUCATION,  
(8) OPPORTUNITIES FOR ADVANCEMENT,  
(9) UNIONS AND (10) THE FUTURE  
OUTLOOK. A BRIEF STATEMENT  
EXPLAINING HOW TO BECOME A  
CABINETMAKER INCLUDING ON-THE-JOB  
TRAINING, APPRENTICESHIP TRAINING,  
AND VOCATIONAL AND COOPERATIVE  
PROGRAMS IS GIVEN. SOURCES FOR  
ADDITIONAL INFORMATION ARE LISTED.  
(GEB)

VT 014 038  
UPHOLSTERER.

NEW JERSEY STATE DEPT. OF LABOR AND  
INDUSTRY, TRENTON. DIV. OF  
EMPLOYMENT SECURITY.  
DEPARTMENT OF LABOR, WASHINGTON,

D.C.

MF AVAILABLE IN VT-ERIC SET.  
JOB GUIDE-39

DIVISION OF PLANNING AND RESEARCH,  
LABOR AND INDUSTRY BUILDING, P. O.  
BOX 359, TRENTON, NEW JERSEY 08625  
(FREE, UPON REQUEST)

PUB DATE - DEC67 18P.

DESCRIPTORS - \*FURNITURE INDUSTRY;  
\*JOB TRAINING; \*OCCUPATIONAL  
INFORMATION; \*EMPLOYMENT  
OPPORTUNITIES; OCCUPATIONAL  
GUIDANCE; VOCATIONAL COUNSELING;  
EDUCATIONAL NEEDS; \*INFORMATION  
SOURCES; TRADE AND INDUSTRIAL  
EDUCATION  
IDENTIFIERS - NEW JERSEY;  
\*UPHOLSTERER

ABSTRACT - PREPARED BY THE STATE  
DEPARTMENT OF LABOR, THIS GUIDE IS  
ONE IN A SERIES DESIGNED TO PROVIDE  
JOB INFORMATION RELATED  
SPECIFICALLY TO NEW JERSEY. THIS  
PARTICULAR GUIDE CONCERNS THE  
UPHOLSTERING TRADE. AN INTRODUCTION  
PROVIDING BACKGROUND IS FOLLOWED BY  
INFORMATION ON: (1) THE NATURE OF  
THE WORK, (2) RELATED OCCUPATIONS,  
(3) WHERE THESE PEOPLE ARE  
EMPLOYED, (4) PHYSICAL AND MENTAL  
REQUIREMENTS, (5) WORKING  
CONDITIONS, (6) WAGES, HOURS AND  
BENEFITS, (7) COSTS OF EDUCATION,  
(8) OPPORTUNITIES FOR ADVANCEMENT,  
(9) UNIONS AND (10) THE FUTURE  
OUTLOOK. A BRIEF STATEMENT  
EXPLAINING HOW TO BECOME AN  
UPHOLSTERER INCLUDING ON-THE-JOB  
TRAINING, APPRENTICESHIP TRAINING  
AND, VOCATIONAL AND COOPERATIVE  
PROGRAMS IS GIVEN. SOURCES FOR  
ADDITIONAL INFORMATION ARE LISTED.  
(GEB)

VT 014 039  
PAINTER, CONSTRUCTION.

NEW JERSEY STATE DEPT. OF LABOR AND  
INDUSTRY, TRENTON. DIV. OF  
EMPLOYMENT SECURITY.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.

MF AVAILABLE IN VT-ERIC SET.  
JOB GUIDE-38

DIVISION OF PLANNING AND RESEARCH,  
LABOR AND INDUSTRY BUILDING, P. O.

BOX 359, TRENTON, NEW JERSEY 08625  
(FREE, UPON REQUEST)  
PUB DATE - NOV67 19P.

DESCRIPTORS - JOB TRAINING;  
\*OCCUPATIONAL INFORMATION;  
\*EMPLOYMENT OPPORTUNITIES;  
OCCUPATIONAL GUIDANCE; VOCATIONAL  
COUNSELING; EDUCATIONAL NEEDS;  
\*INFORMATION SOURCES; \*PAINTING;  
\*CONSTRUCTION INDUSTRY; TRADE AND  
INDUSTRIAL EDUCATION  
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE  
DEPARTMENT OF LABOR, THIS GUIDE IS  
ONE IN A SERIES DESIGNED TO PROVIDE  
JOB INFORMATION RELATED  
SPECIFICALLY TO NEW JERSEY. THIS  
PARTICULAR GUIDE CONCERNS THE  
CONSTRUCTION PAINTING TRADE. AN  
INTRODUCTION PROVIDING BACKGROUND  
IS FOLLOWED BY INFORMATION ON: (1)  
THE NATURE OF THE WORK, (2) RELATED  
OCCUPATIONS, (3) WHERE THESE PEOPLE  
ARE EMPLOYED, (4) PHYSICAL AND  
MENTAL REQUIREMENTS, (5) WORKING  
CONDITIONS, (6) WAGES, HOURS AND  
BENEFITS, (7) COSTS OF EDUCATION,  
(8) OPPORTUNITIES FOR ADVANCEMENT,  
(9) UNIONS AND (10) THE FUTURE  
OUTLOOK. A BRIEF STATEMENT  
EXPLAINING HOW TO BECOME A PAINTER  
INCLUDING ON-THE-JOB TRAINING,  
APPRENTICESHIP TRAINING, AND  
VOCATIONAL AND COOPERATIVE PROGRAMS  
IS GIVEN. SOURCES FOR ADDITIONAL  
INFORMATION ARE LISTED. (GEB)

VT 01 041  
OFFSET PRESSMAN.

NEW JERSEY STATE DEPT. OF LABOR AND  
INDUSTRY, TRENTON. DIV. OF  
EMPLOYMENT SECURITY.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.  
MF AVAILABLE IN VT-ERIC SET.  
DIVISION OF PLANNING AND RESEARCH,  
LABOR AND INDUSTRY BUILDING, P. O.  
BOX 359, TRENTON, NEW JERSEY 08625  
(FREE, UPON REQUEST)  
PUB DATE - JUN67 21P.

DESCRIPTORS - JOB TRAINING;  
\*OCCUPATIONAL INFORMATION;  
\*EMPLOYMENT OPPORTUNITIES;  
OCCUPATIONAL GUIDANCE; VOCATIONAL

COUNSELING; EDUCATIONAL NEEDS;  
\*INFORMATION SOURCES; \*PRINTING;  
\*MACHINE TOOL OPERATORS; TRADE AND  
INDUSTRIAL EDUCATION  
IDENTIFIERS - NEW JERSEY; \*OFFSET  
PRESS OPERATORS

ABSTRACT - PREPARED BY THE STATE  
DEPARTMENT OF LABOR, THIS GUIDE IS  
ONE IN A SERIES DESIGNED TO PROVIDE  
JOB INFORMATION RELATED  
SPECIFICALLY TO NEW JERSEY. THIS  
PARTICULAR GUIDE CONCERNS THE  
OPERATION OF AN OFFSET PRESS. AN  
INTRODUCTION PROVIDING BACKGROUND  
IS FOLLOWED BY INFORMATION ON: (1)  
THE NATURE OF THE WORK, (2) RELATED  
OCCUPATIONS, (3) WHERE THESE PEOPLE  
ARE EMPLOYED, (4) PHYSICAL AND  
MENTAL REQUIREMENTS, (5) WORKING  
CONDITIONS, (6) WAGES, HOURS AND  
BENEFITS, (7) COSTS OF EDUCATION,  
(8) OPPORTUNITIES FOR ADVANCEMENT,  
(9) UNIONS AND (10) THE FUTURE  
OUTLOOK. A BRIEF STATEMENT  
EXPLAINING HOW TO BECOME AN OFFSET  
PRESSMAN INCLUDING ON-THE-JOB  
TRAINING, APPRENTICESHIP TRAINING,  
AND VOCATIONAL AND COOPERATIVE  
PROGRAMS IS GIVEN. SOURCES FOR  
ADDITIONAL INFORMATION ARE LISTED.  
(GEB)

VT 014 043  
CYLINDER--PRESS MAN.

NEW JERSEY STATE DEPT. OF LABOR AND  
INDUSTRY, TRENTON. DIV. OF  
EMPLOYMENT SECURITY.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.  
MF AVAILABLE IN VT-ERIC SET.  
JOB GUIDE-32  
DIVISION OF PLANNING AND RESEARCH,  
LABOR AND INDUSTRY BUILDING, P. O.  
BOX 359, TRENTON, NEW JERSEY 08625  
(FREE, UPON REQUEST)  
PUB DATE - MAY67 19P.

DESCRIPTORS - JOB TRAINING;  
\*OCCUPATIONAL INFORMATION;  
\*EMPLOYMENT OPPORTUNITIES;  
OCCUPATIONAL GUIDANCE; VOCATIONAL  
COUNSELING; EDUCATIONAL NEEDS;  
\*INFORMATION SOURCES; \*PRINTING;  
\*MACHINE TOOL OPERATORS; TRADE AND  
INDUSTRIAL EDUCATION  
IDENTIFIERS - NEW JERSEY;

**\*CYLINDER-PRESS OPERATORS**

**ABSTRACT** - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE CYLINDER-PRESS OPERATOR. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS, AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A CYLINDER-PRESS OPERATOR INCLUDING ON-THE-JOB TRAINING, APPRENTICESHIP TRAINING AND VOCATIONAL AND COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

**VT 014 045****AUTOMOBILE PAINTER.**

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY. DEPARTMENT OF LABOR, WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

JOB GUIDE-30

DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)

PUB DATE - JAN67 15P.

**DESCRIPTORS** - JOB TRAINING;  
 \*OCCUPATIONAL INFORMATION;  
 \*EMPLOYMENT OPPORTUNITIES;  
 OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS;  
 \*INFORMATION SOURCES; \*AUTO BODY REPAIRMEN; \*PAINTING; TRADE AND INDUSTRIAL EDUCATION  
**IDENTIFIERS** - NEW JERSEY

**ABSTRACT** - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED

SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE AUTOMOBILE PAINTING TRADE. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, AND (9) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME AN AUTOMOBILE PAINTER INCLUDING ON-THE-JOB TRAINING, APPRENTICESHIP TRAINING, AND HIGH SCHOOL AND VOCATIONAL SCHOOL PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

**VT 014 046****MACHINE SET-UP OPERATOR.**

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY. DEPARTMENT OF LABOR, WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

JOB GUIDE-20

DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)

PUB DATE - MAR66 13P.

**DESCRIPTORS** - JOB TRAINING;  
 \*OCCUPATIONAL INFORMATION;  
 \*EMPLOYMENT OPPORTUNITIES;  
 OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS;  
 \*INFORMATION SOURCES; \*MACHINE TOOL OPERATORS; MACHINISTS; TRADE AND INDUSTRIAL EDUCATION  
**IDENTIFIERS** - NEW JERSEY; \*MACHINE SET UP OPERATORS

**ABSTRACT** - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE MACHINE SET-UP OPERATOR TRADE. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK; (2) RELATED

OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED; (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A MACHINE SET-UP OPERATOR INCLUDING ON-THE-JOB TRAINING, APPRENTICESHIP TRAINING, AND VOCATIONAL AND COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)]

**VT 014 047**  
CONSTRUCTION CARPENTER.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON.  
DEPARTMENT OF LABOR, WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
JOB GUIDE-6R

DIVISION OF PLANNING AND RESEARCH,  
LABOR AND INDUSTRY BUILDING, P. O.  
BOX 359, TRENTON, NEW JERSEY 08625  
(FREE, UPON REQUEST)  
PUB DATE - JUL71 20P.

DESCRIPTORS - JOB TRAINING;  
\*OCCUPATIONAL INFORMATION;  
\*EMPLOYMENT OPPORTUNITIES;  
OCCUPATIONAL GUIDANCE; VOCATIONAL  
COUNSELING; EDUCATIONAL NEEDS;  
\*INFORMATION SOURCES; \*CARPENTERS;  
\*CONSTRUCTION INDUSTRY; TRADE AND  
INDUSTRIAL EDUCATION  
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS CONSTRUCTION CARPENTERS. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS AND (10) THE FUTURE

OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A CONSTRUCTION CARPENTER INCLUDING ON-THE-JOB TRAINING, APPRENTICESHIP TRAINING, AND VOCATIONAL AND COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)]

**VT 014 048**  
PRODUCTION MACHINE OPERATOR.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON.

DEPARTMENT OF LABOR, WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
JOB GUIDE-67

DIVISION OF PLANNING AND RESEARCH,  
LABOR AND INDUSTRY BUILDING, P. O.  
BOX 359, TRENTON, NEW JERSEY 08625  
(FREE, UPON REQUEST)  
PUB DATE - AUG70 24P.

DESCRIPTORS - JOB TRAINING;  
\*OCCUPATIONAL INFORMATION;  
\*EMPLOYMENT OPPORTUNITIES;  
OCCUPATIONAL GUIDANCE; VOCATIONAL  
COUNSELING; EDUCATIONAL NEEDS;  
\*INFORMATION SOURCES; \*MACHINE TOOL  
OPERATORS; TRADE AND INDUSTRIAL  
EDUCATION  
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS PRODUCTION MACHINE OPERATORS. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A PRODUCTION MACHINE OPERATOR INCLUDING ON-THE-JOB TRAINING, SCHOOL COURSES, AND COOPERATIVE AND VOCATIONAL PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION



ARE LISTED. (GEB)|

VT 014 049

MACHINE PRESSER.

NEW JERSEY STATE DEPT. OF LABOR AND  
INDUSTRY, TRENTON.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.

MF AVAILABLE IN VT-ERIC SET.

JOB GUIDE-66

DIVISION OF PLANNING AND RESEARCH,  
LABOR AND INDUSTRY BUILDING, P.O.  
BOX 359, TRENTON, NEW JERSEY 08625  
(FREE, UPON REQUEST)

PUB DATE - JUL70 20P.

DESCRIPTORS - JOB TRAINING;

\*OCCUPATIONAL INFORMATION;

\*EMPLOYMENT OPPORTUNITIES;

OCCUPATIONAL GUIDANCE; VOCATIONAL  
COUNSELING; EDUCATIONAL NEEDS;

\*INFORMATION SOURCES; \*CLOTHING  
MAINTENANCE SPECIALISTS; TRADE AND  
INDUSTRIAL EDUCATION

IDENTIFIERS - NEW JERSEY; \*MACHINE  
PRESSER; GARMENT PRESSING

ABSTRACT - PREPARED BY THE STATE  
DEPARTMENT OF LABOR, THIS GUIDE IS  
ONE IN A SERIES DESIGNED TO PROVIDE  
JOB INFORMATION RELATED

SPECIFICALLY TO NEW JERSEY. THIS  
PARTICULAR GUIDE CONCERNS GARMENT  
PRESSING BY MACHINE. AN  
INTRODUCTION PROVIDING BACKGROUND  
IS FOLLOWED BY INFORMATION ON: (1)  
THE NATURE OF THE WORK, (2) RELATED  
OCCUPATIONS, (3) WHERE THESE PEOPLE  
ARE EMPLOYED, (4) PHYSICAL AND  
MENTAL REQUIREMENTS, (5) WORKING  
CONDITIONS, (6) WAGES, HOURS AND  
BENEFITS, (7) COSTS OF EDUCATION,  
(8) OPPORTUNITIES FOR ADVANCEMENT,  
(9) UNIONS AND (10) THE FUTURE  
OUTLOOK. A BRIEF STATEMENT  
EXPLAINING HOW TO BECOME A MACHINE  
PRESSER IS GIVEN. SOURCES FOR  
ADDITIONAL INFORMATION ARE LISTED.  
(GEB)|

VT 014 053

ELECTRONICS MECHANIC.

NEW JERSEY STATE DEPT. OF LABOR AND  
INDUSTRY, TRENTON.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.

MF AVAILABLE IN VT-ERIC SET.

JOB GUIDE-62

DIVISION OF PLANNING AND RESEARCH,  
LABOR AND INDUSTRY BUILDING, P. O.  
BOX 359, TRENTON, NEW JERSEY 08625  
(FREE, UPON REQUEST)

PUB DATE - DEC69 16P.

DESCRIPTORS - JOB TRAINING;

\*OCCUPATIONAL INFORMATION;

\*EMPLOYMENT OPPORTUNITIES;

OCCUPATIONAL GUIDANCE; VOCATIONAL  
COUNSELING; EDUCATIONAL NEEDS;

\*INFORMATION SOURCES; \*ELECTRONIC  
TECHNICIANS; TRADE AND INDUSTRIAL  
EDUCATION

IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE  
DEPARTMENT OF LABOR, THIS GUIDE IS  
ONE IN A SERIES DESIGNED TO PROVIDE  
JOB INFORMATION RELATED  
SPECIFICALLY TO NEW JERSEY. THIS  
PARTICULAR GUIDE CONCERNS  
ELECTRONICS MECHANICS. AN  
INTRODUCTION PROVIDING BACKGROUND  
IS FOLLOWED BY INFORMATION ON: (1)  
THE NATURE OF THE WORK, (2) RELATED  
OCCUPATIONS, (3) WHERE THESE PEOPLE  
ARE EMPLOYED, (4) PHYSICAL AND  
MENTAL REQUIREMENTS, (5) WORKING  
CONDITIONS, (6) WAGES, HOURS AND  
BENEFITS, (7) COSTS OF EDUCATION,  
(8) OPPORTUNITIES FOR ADVANCEMENT,  
(9) ORGANIZATIONS AND (10) THE  
FUTURE OUTLOOK. A BRIEF STATEMENT  
EXPLAINING HOW TO BECOME AN  
ELECTRONICS MECHANIC INCLUDING  
TECHNICAL INSTITUTE PROGRAMS, AND  
COLLEGE OR MILITARY SERVICE  
PROGRAMS IS GIVEN. SOURCES FOR  
ADDITIONAL INFORMATION ARE LISTED.  
(GEB)|

VT 014 056

CHEMICAL LABORATORY TECHNICIAN.

NEW JERSEY STATE DEPT. OF LABOR AND  
INDUSTRY, TRENTON. DIV. OF  
EMPLOYMENT SECURITY.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.

MF AVAILABLE IN VT-ERIC SET.

JOB GUIDE-56

DIVISION OF PLANNING AND RESEARCH,  
LABOR AND INDUSTRY BUILDING, P.O.  
BOX 359, TRENTON, NEW JERSEY 08625  
(FREE, UPON REQUEST)



PUB DATE - MAR69 18P.

DESCRIPTORS - JOB TRAINING;  
\*OCCUPATIONAL INFORMATION;  
\*EMPLOYMENT OPPORTUNITIES;  
OCCUPATIONAL GUIDANCE; VOCATIONAL  
COUNSELING; EDUCATIONAL NEEDS;  
\*INFORMATION SOURCES; \*CHEMICAL  
TECHNICIANS; LABORATORIES; TRADE  
AND INDUSTRIAL EDUCATION  
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE  
DEPARTMENT OF LABOR, THIS GUIDE IS  
ONE IN A SERIES DESIGNED TO PROVIDE  
JOB INFORMATION RELATED  
SPECIFICALLY TO NEW JERSEY. THIS  
PARTICULAR GUIDE CONCERNS CHEMICAL  
LABORATORY TECHNICIANS. AN  
INTRODUCTION PROVIDING BACKGROUND  
IS FOLLOWED BY INFORMATION ON: (1)  
THE NATURE OF THE WORK, (2) RELATED  
OCCUPATIONS, (3) WHERE THESE PEOPLE  
ARE EMPLOYED, (4) PHYSICAL AND  
MENTAL REQUIREMENTS, (5) WORKING  
CONDITIONS, (6) WAGES, HOURS AND  
BENEFITS, (7) COSTS OF EDUCATION,  
(8) OPPORTUNITIES FOR ADVANCEMENT,  
(9) ORGANIZATIONS AND (10) THE  
FUTURE OUTLOOK. A BRIEF STATEMENT  
EXPLAINING HOW TO BECOME A CHEMICAL  
LABORATORY TECHNICIAN INCLUDING ON-  
THE-JOB TRAINING, COLLEGE PROGRAMS,  
AND HIGH SCHOOL AND TECHNICAL  
SCHOOL PROGRAMS IS GIVEN. SOURCES  
FOR ADDITIONAL INFORMATION ARE  
LISTED. (GEB)]

VT 014 057  
MAINTENANCE MECHANIC.

NEW JERSEY STATE DEPT. OF LABOR AND  
INDUSTRY, TRENTON. DIV. OF  
EMPLOYMENT SECURITY.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.  
MF AVAILABLE IN VT-ERIC SET.  
JOB GUIDE-55  
DIVISION OF PLANNING AND RESEARCH,  
LABOR AND INDUSTRY BUILDING, P.O.  
BOX 359, TRENTON, NEW JERSEY 08625  
(FREE, UPON REQUEST)  
PUB DATE - JAN69 18P.

DESCRIPTORS - JOB TRAINING;  
OCCUPATIONAL INFORMATION;  
EMPLOYMENT OPPORTUNITIES;  
OCCUPATIONAL GUIDANCE; VOCATIONAL

COUNSELING; EDUCATIONAL NEEDS;  
INFORMATION SOURCES; \*EQUIPMENT  
MAINTENANCE; \*MECHANICS (PROCESS);  
TRADE AND INDUSTRIAL EDUCATION  
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE  
DEPARTMENT OF LABOR, THIS GUIDE IS  
ONE IN A SERIES DESIGNED TO PROVIDE  
JOB INFORMATION RELATED  
SPECIFICALLY TO NEW JERSEY. THIS  
PARTICULAR GUIDE CONCERNS THE  
MAINTENANCE MECHANIC TRADE. AN  
INTRODUCTION PROVIDING BACKGROUND  
IS FOLLOWED BY INFORMATION ON: (1)  
THE NATURE OF THE WORK, (2) RELATED  
OCCUPATIONS, (3) WHERE THESE PEOPLE  
ARE EMPLOYED, (4) PHYSICAL AND  
MENTAL REQUIREMENTS, (5) WORKING  
CONDITIONS, (6) WAGES, HOURS AND  
BENEFITS, (7) COSTS OF EDUCATION,  
(8) OPPORTUNITIES FOR ADVANCEMENT,  
(9) ORGANIZATIONS AND (10) THE  
FUTURE OUTLOOK. A BRIEF STATEMENT  
EXPLAINING HOW TO BECOME A  
MAINTENANCE MECHANIC INCLUDING ON-  
THE-JOB TRAINING, APPRENTICESHIP  
TRAINING, AND VOCATIONAL AND  
COOPERATIVE PROGRAMS IS GIVEN.  
SOURCES FOR ADDITIONAL INFORMATION  
ARE LISTED. (GEB)]

VT 014 058  
ROOFER.

NEW JERSEY STATE DEPT. OF LABOR AND  
INDUSTRY, TRENTON. DIV. OF  
EMPLOYMENT SECURITY.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.  
MF AVAILABLE IN VT-ERIC SET.  
JOB GUIDE-54  
DIVISION OF PLANNING AND RESEARCH,  
LABOR AND INDUSTRY BUILDING, P.O.  
BOX 359, TRENTON, NEW JERSEY 08625  
(FREE, UPON REQUEST)  
PUB DATE - NOV68 18P.

DESCRIPTORS - JOB TRAINING;  
\*OCCUPATIONAL INFORMATION;  
\*EMPLOYMENT OPPORTUNITIES;  
OCCUPATIONAL GUIDANCE; VOCATIONAL  
COUNSELING; EDUCATIONAL NEEDS;  
\*INFORMATION SOURCES; \*ROOFERS;  
ROOFING; TRADE AND INDUSTRIAL  
EDUCATION  
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE ROOFING TRADE. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) ORGANIZATIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A ROOFER INCLUDING ON-THE-JOB TRAINING, APPRENTICESHIP TRAINING AND COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 014 059  
ELECTRONICS ASSEMBLER.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY.  
DEPARTMENT OF LABOR, WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
JOB GUIDE-53

DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P.O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)  
PUB DATE - NOV68 14P.

DESCRIPTORS - JOB TRAINING;  
\*OCCUPATIONAL INFORMATION;  
\*EMPLOYMENT OPPORTUNITIES;  
OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS;  
\*INFORMATION SOURCES; \*ELECTRONICS INDUSTRY; \*ASSEMBLY (MANUFACTURING); TRADE AND INDUSTRIAL EDUCATION  
IDENTIFIERS - NEW JERSEY

ELECTRONICS ASSEMBLING TRADE. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME AN ELECTRONICS ASSEMBLER INCLUDING ON-THE-JOB TRAINING, GOVERNMENT FINANCED PROGRAMS, AND COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 014 120  
SHIPFITTER 3 AND 2. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C. BUREAU OF NAVAL PERSONNEL.  
MF AVAILABLE IN VT-ERIC SET.  
NAVPER-10595-B  
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (\$3.25; D 208.11:SH 6/6/970)  
PUB DATE - 70 428P.1970  
REVISION

DESCRIPTORS - MILITARY TRAINING;  
SKILL DEVELOPMENT; VOCATIONAL EDUCATION; \*QUALIFICATIONS; \*STUDY GUIDES; REFERENCE MATERIALS;  
TEACHING GUIDES; TEXTBOOKS;  
\*SKILLED WORKERS; \*METALS; WELDING; SHEET METAL WORK; \*TRADE AND INDUSTRIAL EDUCATION; MILITARY PERSONNEL  
IDENTIFIERS - \*SHIPFITTER RATINGS

ABSTRACT - DEVELOPED BY THE UNITED STATES NAVY, THIS MANUAL IS INTENDED TO SERVE AS AN AID FOR MEN WHO ARE SEEKING THE THEORETICAL KNOWLEDGE AND OPERATIONAL SKILLS REQUIRED OF CANDIDATES FOR ADVANCEMENT TO SHIPFITTER 3 AND 2. INCLUDED IN THE 16 CHAPTERS ARE: (1) METALS AND ALLOYS, (2) METAL ARC AND OXYACETYLENE WELDING, (3) CUTTING, SOLDERING, AND FORGING, (4) STRUCTURAL STEEL FABRICATION,

(5) PIPEFITTING MATERIALS, (6) PIPING SYSTEM REPAIRS, AND (7) DAMAGE CONTROL. THE DOCUMENT IS ILLUSTRATED EXTENSIVELY WITH PICTURES AND DRAWINGS. (GEB)|

# VT 014 122

AVIATION ELECTRICIAN'S MATE 1 AND C. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C. BUREAU OF NAVAL PERSONNEL. MF AVAILABLE IN VT-ERIC SET. NAVPERS-10349-C

U.S. GOVERNMENT PRINTING OFFICE, SUPERINTENDENT OF DOCUMENTS, WASHINGTON, D.C. 20402 (\$3.25; D 208.11:AV 5/19/971)

PUB DATE - 71 443P.

DESCRIPTORS - MILITARY TRAINING; \*QUALIFICATIONS; \*ELECTRICIANS; \*SKILLED WORKERS; SKILL DEVELOPMENT; ELECTRICITY; \*VOCATIONAL EDUCATION; NAVIGATION; STUDY GUIDES; REFERENCE MATERIALS; MATHEMATICAL APPLICATIONS; TEXTBOOKS; TEACHING GUIDES; \*MANUALS; TRADE AND INDUSTRIAL EDUCATION; MILITARY PERSONNEL IDENTIFIERS - \*ELECTRICIANS MATE RATINGS

ABSTRACT - DEVELOPED BY THE UNITED STATES NAVY, THIS MANUAL IS ONE OF A SERIES PREPARED ESPECIALLY FOR ENLISTED PERSONNEL OF THE NAVY AND NAVAL RESERVE WHO ARE PREPARING FOR ADVANCEMENT TO AEL AND AEC. OF THE 14 CHAPTERS, 13 ARE CONCERNED WITH THE TECHNICAL ASPECTS OF THE AE RATING. INCLUDED IN THE CHAPTERS ARE: (1) SUPPLY AND PUBLICATIONS, (2) ALTERNATING-CURRENT MACHINERY, (3) AIRCRAFT COMPASS SYSTEMS, (4) INERTIAL NAVIGATION, (5) PROPELLER SYNCHRONIZATION, AND (6) TEST EQUIPMENT. THE DOCUMENT IS ILLUSTRATED WITH PICTURES AND DRAWINGS. A LIST OF ELECTRONIC SYMBOLS, THE GREEK ALPHABET, CHARTS ILLUSTRATING ELECTRICAL/MATHEMATICAL RELATIONSHIPS, TRIGONOMETRIC FUNCTIONS, AND A TABLE OF NATURAL SINES, COSINES, AND TANGENTS ARE APPENDED. (GEB)|

# VT 014 174

HENDERSON, W. CHARLES  
AUTO MECHANICS, INSTRUCTIONAL UNITS.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER. MF AVAILABLE IN VT-ERIC SET. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER, STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL EDUCATION, 1515 WEST SIXTH AVENUE, STILLWATER, OKLAHOMA 74074 (\$10.00) PUB DATE - 71 421P.

DESCRIPTORS - \*AUTO MECHANICS; \*TRADE AND INDUSTRIAL EDUCATION; \*INSTRUCTIONAL MATERIALS; \*TEACHING GUIDES; LEADERSHIP TRAINING; SAFETY EDUCATION; BEHAVIORAL OBJECTIVES; POWER MECHANICS; CAREER OPPORTUNITIES; TESTS; CURRICULUM GUIDES

ABSTRACT - PREPARED FOR THE DIVISION OF TRADE AND INDUSTRIAL EDUCATION, THIS CURRICULUM GUIDE IS INTENDED TO ASSIST AUTO MECHANICS INSTRUCTORS IN PREPARING STUDENTS FOR SUCCESSFUL CAREERS IN AUTOMOTIVE REPAIR AND MAINTENANCE. INSTRUCTIONAL UNITS ARE PROVIDED FOR THE AREAS OF: (1) SAFETY AND ORIENTATION, (2) LEADERSHIP, (3) ENGINE, (4) ELECTRICAL, (5) POWER TRAIN, AND (6) BRAKES AND FRONT END. EACH UNIT INCLUDES BOTH TERMINAL AND SPECIFIC OBJECTIVES, SUGGESTED ACTIVITIES, INFORMATION SHEETS, JOB SHEETS, TRANSPARENCY MASTERS, TESTS, AND ANSWERS TO THE TESTS. SIX COLORS ARE USED TO CODE THE PARTS OF EACH UNIT. THE GUIDE IS ILLUSTRATED EXTENSIVELY WITH PICTURES AND DRAWINGS. (GEB)|

# VT 014 193

SIMMONSON, HERBERT C.; RUSS, GEORGE  
DRAFTING; A FIRST YEAR COURSE FOR THE COMPREHENSIVE SECONDARY SCHOOL.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. VOCATIONAL-TECHNICAL CURRICULUM LAB. NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF

## VOCATIONAL EDUCATION

IF AVAILABLE IN VT\_ERIC SET.

VOCATIONAL-TECHNICAL CURRICULUM  
LABORATORY, RUTGERS UNIVERSITY,  
4103 BUILDING, KILMER CAMPUS, NEW  
BRUNSWICK, NEW JERSEY 08903 (\$2.00)  
PUB DATE - JUL71 97P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL  
EDUCATION; DRAFTING; \*ENGINEERING  
DRAWING; ARCHITECTURAL DRAFTING;  
\*MANUALS; \*TEACHING GUIDES;  
SECONDARY GRADES; \*INSTRUCTIONAL  
MATERIALS; FUNDAMENTAL CONCEPTS;  
RESOURCE MATERIALS

ABSTRACT - DEVELOPED BY SUBJECT  
MATTER SPECIALISTS, THIS MANUAL IS  
FOR STUDENTS' USE IN LEARNING  
DRAFTING CONCEPTS IN THE  
COMPREHENSIVE SECONDARY SCHOOLS.  
ALTHOUGH THIS IS AN EXPLORATORY  
COURSE, THE STUDENT SHOULD GAIN  
ENOUGH EXPERIENCE TO BECOME  
PROFICIENT WITH INSTRUMENTS,  
EQUIPMENT, AND FUNDAMENTALS WITHIN  
THE 150 CLOCK HOURS ALLOTTED TO THE  
COURSE. IN THE FIRST UNIT, THE  
STUDENT IS EXPOSED TO DRAFTING  
FUNDAMENTALS, EQUIPMENT, LETTERING,  
AND SHAPE AND SIZE DESCRIPTION.  
MACHINE DRAWING AND ARCHITECTURAL  
DRAWING CONCEPTS MAKE UP THE NEXT  
TWO UNITS. THE FOURTH UNIT CONTAINS  
INFORMATION ON CHARTS AND GRAPHS AS  
WELL AS THOSE ADDITIONAL AREAS OF  
DRAFTING USED BY SEVERAL INDUSTRIES  
AND CALLED DEVELOPMENT, PIPING, AND  
ELECTRICAL DRAFTING. THERE ARE 59  
PAGES OF RELEVANT DRAWINGS THAT MAY  
BE COPIED FOR USE ON THE OVERHEAD  
PROJECTOR. A LIST OF REFERENCE  
MATERIALS AND SUPPLEMENTARY  
INFORMATION FOR THE TEACHER IS  
INCLUDED. (GEB)

VT 014 194

SIDOTI, DOMINICK J.

BASIC IGNITION AND THE SUN  
OSCILLOSCOPE, INSTRUCTOR'S GUIDE.

RUTGERS, THE STATE UNIV., NEW  
BRUNSWICK, N.J. VOCATIONAL-  
TECHNICAL CURRICULUM LAB.  
NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION  
IF AVAILABLE IN VT\_ERIC SET.

VOCATIONAL-TECHNICAL CURRICULUM  
LABORATORY, RUTGERS UNIVERSITY,  
4103 BUILDING-KILMER CAMPUS, NEW  
BRUNSWICK, NEW JERSEY 08903 (\$2.00)  
PUB DATE - OCT70 152P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; \*AUTO MECHANICS;  
\*TEACHING GUIDES; \*LABORATORY  
TECHNIQUES; \*INSTRUCTIONAL  
MATERIALS; TRADE AND INDUSTRIAL  
EDUCATION; SECONDARY GRADES;  
ELECTRONIC EQUIPMENT; AUDIOVISUAL  
AIDS; ACHIEVEMENT TESTS; COURSE  
OBJECTIVES

IDENTIFIERS - \*OSCILLOSCOPES

ABSTRACT - DEVELOPED BY A COMMITTEE  
OF TEACHERS, THIS TEACHING GUIDE IS  
FOR INSTRUCTOR USE IN TEACHING  
VOCATIONAL AUTO MECHANICS AT THE  
HIGH SCHOOL LEVEL. THE PRIMARY  
PURPOSE IS TO HELP THE TEACHER IN  
PRESENTING INFORMATION ON THE USE  
OF ELECTRONIC DIAGNOSTIC EQUIPMENT,  
PARTICULARLY THE SUN OSCILLOSCOPE.  
THE 41 LESSONS ARE PRESENTED UNDER  
THE FOLLOWING NINE UNITS: (1) THE  
IGNITION CIRCUIT TEAM, (2) BATTERY,  
COIL, AND DISTRIBUTOR, (3) BASIC  
TIMING AND TIMING ADVANCE, (4)  
SPARK DELIVERY, (5) THE SUN SCOPE,  
(6) SUN SCOPE TEST, (7) SUN SCOPE  
INDICATIONS, (8) SUPERIMPOSED SCOPE  
PATTERNS, AND (9) COMPARISON TEST.  
EACH LESSON INCLUDES THE STATED  
OBJECTIVE, EQUIPMENT NEEDED,  
RELATED INFORMATION, AND A QUIZZ  
WITH ANSWERS. AN ACHIEVEMENT TEST  
IS INCLUDED FOR EACH UNIT AND 53  
TRANSPARENCY MASTERS ARE PROVIDED.  
(GEB)

VT 014 195

NIKOL, VOJKAN

CARPENTRY; BLUEPRINT  
INTERPRETATION.

RUTGERS, THE STATE UNIV., NEW  
BRUNSWICK, N.J. VOCATIONAL-  
TECHNICAL CURRICULUM LAB.  
NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION  
IF AVAILABLE IN VT\_ERIC SET.  
VOCATIONAL-TECHNICAL CURRICULUM  
LABORATORY, RUTGERS UNIVERSITY,  
4103 BUILDING, KILMER CAMPUS, NEW

BRUNSWICK, NEW JERSEY 08903 (\$2.00)  
PUB DATE - JUN71 78P.

DESCRIPTORS - \*BLUEPRINTS;  
\*CARPENTERS; \*BUILDING TRADES;  
DRAFTING; ILLUSTRATIONS;  
BIBLIOGRAPHIES; SECONDARY GRADES;  
\*MANUALS; WOODWORKING; \*TRADE AND  
INDUSTRIAL EDUCATION

ABSTRACT - DEVELOPED BY DRAFTING INSTRUCTORS, THIS MANUAL IS FOR HIGH SCHOOL VOCATIONAL STUDENTS' USE IN LEARNING HOW TO READ BLUEPRINTS FOR THE CARPENTRY AND BUILDING TRADES. THE 31 LESSONS ARE INCLUDED IN THE MAJOR AREAS OF: (1) GRAPHIC REPRESENTATION, (2) PICTORIAL REPRESENTATION, (3) WORKING DRAWINGS, (4) STRUCTURAL BUILDING DETAILS--EXTERIOR, AND (5) STRUCTURAL BUILDING DETAILS--INTERIOR. EACH LESSON CONTAINS DIRECTIONS AND RELATED INFORMATION, AND MOST ARE ILLUSTRATED WITH LINE DRAWINGS. ILLUSTRATIONS OF THE CROSS SECTION OF A TREE TRUNK, THE SAWING OF LUMBER, COMMON CUTS IN WOOD, COMMON WOODS JOINT, A TABLE FOR NAILS, A WOOD SCREW TABLE, AND THE AMERICAN STANDARD PLUMBING SYMBOLS ARE APPENDED. A 37 QUESTION TEST AND A BIBLIOGRAPHY ARE INCLUDED. (GEB)

VT 014 200 ED 056 227  
GUIDELINES TO INITIATE AND OPERATE  
A COOPERATIVE VOCATIONAL EDUCATION  
PROGRAM.

PENNSYLVANIA STATE DEPT. OF  
EDUCATION, HARRISBURG. BUREAU OF  
VOCATIONAL, TECHNICAL AND  
CONTINUING EDUCATION.  
EDRS PRICE MF-\$0.65 HC-\$3.29.  
PUB DATE - 71 83P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; \*COOPERATIVE EDUCATION;  
\*PROGRAM PLANNING; \*PROGRAM  
DEVELOPMENT; GUIDELINES; \*MANUALS;  
ADMINISTRATIVE ORGANIZATION;  
EMPLOYMENT PRACTICES; FINANCIAL  
SUPPORT; RECORDS (FORMS); SECONDARY  
GRADES

ABSTRACT - PREPARED BY THE STATE  
DEPARTMENT OF VOCATIONAL EDUCATION,

THIS HANDBOOK IS FOR SCHOOL ADMINISTRATORS, COORDINATORS AND TEACHERS TO USE IN PLANNING, ESTABLISHING AND CONDUCTING COOPERATIVE VOCATIONAL EDUCATION PROGRAMS. THE BASIC PURPOSE OF THE COOPERATIVE PROGRAM IS TO PROVIDE OCCUPATIONAL TRAINING THROUGH THE USE OF BUSINESS AND INDUSTRIAL CONCERNS. PROBLEMS CONNECTED WITH SUCH A PROGRAM INCLUDE: (1) PROGRAM ORGANIZATION AND ESTABLISHMENT, (2) PROGRAM GUIDELINES, (3) LAW, RULES, AND REGULATIONS FOR EMPLOYMENT, (4) ADMINISTRATION AND SUPERVISION, (5) FINANCING THE PROGRAM, AND (6) EVALUATION. INFORMATION CONCERNING PROCEDURES AND SAMPLE FORMS IS APPENDED. (GEB)

VT 014 269  
PLASTICS EDUCATION GUIDE.

SOCIETY OF THE PLASTICS INDUSTRY,  
INC., NEW YORK, N.Y. COMMITTEE ON  
PLASTICS EDUCATION.; PLASTICS  
EDUCATION FOUNDATION, GREENWICH,  
CONN.  
MF AVAILABLE IN VT-ERIC SET.  
PLASTICS EDUCATION FOUNDATION, FOUR  
LORNA LANE, LOUDONVILLE, N.Y. 12211  
(\$1.00; 2 OR MORE-\$1.60)  
PUB DATE - 70 51P.1970  
REVISION.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; \*RESOURCE MATERIALS;  
\*BIBLIOGRAPHIC CITATIONS;  
\*PLASTICS; \*CURRICULUM GUIDES;  
SECONDARY EDUCATION; COLLEGES;  
EQUIPMENT; INSTRUCTIONAL AIDS

ABSTRACT - REVISED BY THE PLASTICS EDUCATION FOUNDATION, THIS CURRICULUM GUIDE IS DESIGNED TO ASSIST AND ENCOURAGE EDUCATIONAL INSTITUTIONS ON ALL LEVELS AND FIRMS IN THE PLASTICS INDUSTRY IN PREPARING AND PRESENTING PLANNED PROGRAMS OF STUDY IN PLASTICS. CONTENTS INCLUDE: (1) EDUCATIONAL LEVELS AND COURSE OUTLINES, (2) REFERENCE SOURCES, (3) TRADE AND PROFESSIONAL ASSOCIATIONS, AND (4) EQUIPMENT AND SUPPLIES. REPRESENTATIVE COURSE OUTLINES ARE GIVEN FOR SECONDARY GRADES AND COLLEGES AND UNIVERSITIES. THE



REFERENCE SOURCES SECTION PRESENTS A LISTING OF NUMEROUS BOOKS, TRADE PUBLICATIONS, AND INDUSTRY LITERATURE. THIS IS A REVISION OF THE DOCUMENT AVAILABLE AS VT 005 291 (AIM FALL 1971). (GEB)

#### VT 014 317

CURRICULUM GUIDE FOR TRADE AND INDUSTRIES AUTOMOTIVE MECHANICS PROGRAMS.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. TRADE AND INDUSTRIAL EDUCATION SECTION.; CLEMSON UNIV., S.C. MF AVAILABLE IN VT-ERIC SET. VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631 (\$2.50)  
PUB DATE - 71 103P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; \*CURRICULUM GUIDES; \*AUTO MECHANICS; SECONDARY GRADES; \*INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; LESSON PLANS; BIBLIOGRAPHIES; PROGRAM PLANNING; \*STATE CURRICULUM GUIDES; COURSE CONTENT

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF EDUCATION, THIS CURRICULUM GUIDE IS FOR INSTRUCTORS AND ADMINISTRATORS TO USE IN PLANNING TRADE AND INDUSTRIAL COURSES IN THE AUTOMOTIVE TRADES CLUSTER FOR SECONDARY SCHOOLS. THE PURPOSE OF THE COURSE IS TO PROVIDE THE STUDENTS WHO HAVE AN INTEREST IN AN APTITUDE FOR AUTOMOTIVE REPAIR WORK WITH THE DESIRABLE ATTITUDES, SKILLS AND KNOWLEDGE REQUIRED FOR ENTRY EMPLOYMENT IN THIS FIELD. THIS 2-YEAR PROGRAM IS DESIGNED FOR 3 HOURS PER DAY FOR A TOTAL OF 540 HOURS PER YEAR AND IS OPEN TO ELEVENTH AND TWELFTH GRADES. COMMON COURSE TOPICS FOR THE TWO YEARS INCLUDE: (1) ORIENTATION, (2) BASIC ENGINES, (3) ELECTRICAL CIRCUITS, (4) FUELS, (5) TUNE-UPS, (6) BRAKE SYSTEMS, (7) WHEEL ALIGNMENT, (8) WHEEL BALANCING, (9) STEERING AND STEERING CONTROL, (10) SUSPENSION SYSTEMS, (11) CLUTCH SYSTEMS, (12) STANDARD TRANSMISSIONS, (13)

DRIVESHAFTS AND UNIVERSAL JOINTS, (14) DIFFERENTIAL AND FINAL DRIVE, (15) AUTOMOTIVE ACCESSORIES, AND (16) HUMAN RELATIONS. LISTS OF SUGGESTED REFERENCE BOOKS, AVAILABLE PAMPHLETS, PERIODICALS, 35 AND 16 MM FILMS, AND CATALOGUES ARE APPENDED. (GEB)

#### VT 014 326

ELECTRICITY TRANSPARENCIES.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.; CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER. MF AVAILABLE IN VT-ERIC SET. VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631 (\$10.00)  
PUB DATE - 70 140P.

DESCRIPTORS - \*ELECTRICITY; \*TRADE AND INDUSTRIAL EDUCATION; AUDIOVISUAL AIDS; \*TRANSPARENCIES; INSTRUCTIONAL MATERIALS; ELECTRONICS

ABSTRACT - DEVELOPED BY HIGH SCHOOL ELECTRICITY AND MEDIA CENTER STAFF, THESE TRANSPARENCIES ARE FOR INSTRUCTORS' USE IN TRADE AND INDUSTRIAL EDUCATION PROGRAMS FOR TEACHING COURSES RELATED TO ELECTRICAL OCCUPATIONS. THIS PACKET INCLUDES BOTH THE 64 TRANSPARENCIES AND THE MASTER FOR EACH. SAMPLE TOPICS INCLUDE: (1) ELECTRONIC FORCES, (2) THERMOCOUPLE, (3) MAGNETISM, (4) RESISTANCE, (5) OHM'S LAW, (6) VOLTMETER-A.C. AND D.C., (7) OHMMETER, (8) PARALLEL AND SERIES CIRCUITS, (9) CONDUCTORS, (10) INSULATORS, AND (11) ELECTROPLATING. (GEB)

#### VT 014 329

BURKETT, VERNER; MATTOX, RONALD. TRADES AND INDUSTRIES OPPORTUNITIES IN SOUTH CAROLINA FOR YOUTH.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. TRADE AND INDUSTRIAL EDUCATION SECTION.; CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER. MF AVAILABLE IN VT-ERIC SET.



PUB DATE - 71 35P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; \*COURSE DESCRIPTIONS; \*OCCUPATIONAL GUIDANCE; SECONDARY SCHOOLS; PROGRAM DESCRIPTIONS; INSTRUCTIONAL MATERIALS; \*EDUCATIONAL OPPORTUNITIES; STATE SCHOOLS; AREA VOCATIONAL SCHOOLS IDENTIFIERS - SOUTH CAROLINA

ABSTRACT - DEVELOPED BY MATERIALS SPECIALISTS, TEACHER EDUCATORS AND SUPERVISORS, THIS DOCUMENT IS FOR OCCUPATIONAL GUIDANCE USE ON THE SECONDARY SCHOOL LEVEL. THE TRADE AND INDUSTRIAL COURSES DESCRIBED IN THE PUBLICATION ARE OFFERED IN THE SOUTH CAROLINA HIGH SCHOOLS AND AREA VOCATIONAL CENTERS. THE 30 OCCUPATIONAL AREAS INCLUDE: (1) APPLIANCE REPAIR, (2) AUTOMOTIVE MECHANICS, (3) AVIATION-TECHNOLOGY, (4) COSMETOLOGY, (5) ELECTRICITY-ELECTRONICS, (6) GRAPHIC COMMUNICATIONS, (7) POWER MECHANICS, (8) SHEET METAL, (9) SMALL ENGINE REPAIR, (10) TEXTILES, AND (11) WELDING. PERTINENT INFORMATION IS GIVEN ABOUT EACH AREA, PLUS INSTRUCTIONAL TOPICS TO BE COVERED. PICTURES ARE USED THROUGHOUT THE PUBLICATION. (GEB)

VT 014 336

GUIDELINES--COOPERATIVE OCCUPATIONAL-VOCATIONAL EDUCATION AND WORK-STUDY PROGRAMS.

DELAWARE STATE DEPT. OF PUBLIC INSTRUCTION, DOVER. DIV. OF CAREER EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

COVEP-1

PUB DATE - 15SEP70 123P.

DESCRIPTORS - \*VOCATIONAL EDUCATION; \*COOPERATIVE EDUCATION; \*PROGRAM DEVELOPMENT; \*GUIDELINES; PROGRAM IMPROVEMENT; \*WORK STUDY PROGRAMS; PROGRAM ADMINISTRATION; CHILD LABOR LAWS; RESOURCE MATERIALS; SCHOOL INDUSTRY RELATIONSHIP; VOCATIONAL COUNSELING

ABSTRACT - IN AN EFFORT TO ENCOURAGE THE DEVELOPMENT OF ADDITIONAL COOPERATIVE EDUCATION

AND WORK-STUDY PROGRAMS, THESE GUIDELINES WERE PREPARED FOR USE BY ADMINISTRATORS, COORDINATORS, COUNSELORS, AND TEACHERS. INFORMATION CONCERNING COOPERATIVE EDUCATION PROGRAMS COVER TOPICS SUCH AS: (1) WHERE COOPERATIVE EDUCATION PROGRAMS MAY BE USED, (2) EMPLOYER BENEFITS, (3) INDUSTRY'S ROLE, (4) STUDENT TRANSPORTATION, AND (5) CHILD LABOR LAWS. INFORMATION PROVIDED ON WORK-STUDY PROGRAMS INCLUDES: (1) TYPE OF WORK STUDENT MAY PERFORM, (2) STUDENT PARTICIPATION, (3) LIMITATIONS-HOURS AND COMPENSATION, AND (4) SUPERVISION AND COORDINATION. THE APPENDIX PROVIDES RESOURCE MATERIALS SUCH AS FORMS FOR TRAINING AGREEMENTS, EMPLOYER FOLLOW-UP, AND EMPLOYER AND STUDENT REPORTS. A GUIDE TO CHILD LABOR PROVISIONS OF THE FAIR LABOR STANDARDS ACT IS BOUND WITHIN THE DOCUMENT. (JS)

VT 014 337

BURKETT, B. VERNER  
LOCATING AND SECURING A JOB.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. TRADE AND INDUSTRIAL EDUCATION SECTION.; CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER. MF AVAILABLE IN VT-ERIC SET. VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631 (\$0.50)  
PUB DATE - 70 35P.

DESCRIPTORS - \*VOCATIONAL EDUCATION; MANUALS; JOB PLACEMENT; \*HIGH SCHOOL STUDENTS; \*JOB APPLICATION; \*BEHAVIOR; GUIDELINES; \*EMPLOYMENT INTERVIEWS

ABSTRACT - PREPARED BY A MEDIA CENTER STAFF, THIS MANUAL IS FOR STUDENT USE IN LEARNING HOW TO SECURE A JOB. THE UNIT WAS WRITTEN PRIMARILY FOR HIGH SCHOOL STUDENTS WHO ARE ENROLLED IN A VOCATIONAL EDUCATION COURSE. TOPICS INCLUDE: (1) SECURING A JOB, (2) DECIDING WHAT KIND OF WORK YOU WOULD LIKE TO DO, (3) LOCATING JOB OPENINGS, (4) DECIDING WHERE YOU WOULD LIKE TO

WORK AND ARRANGING FOR A JOB INTERVIEW, (5) FILLING IN THE JOB APPLICATION, (6) BEING INTERVIEWED, AND (7) ACCEPTING OR REFUSING THE JOB. SAMPLE LETTERS, PROPER DRESS HABITS AND QUESTIONS ARE GIVEN. (GEB)

VT 014 373

PERFORMANCE OBJECTIVE HANDBOOK, 1970-71.

ROBERT F. KENNEDY YOUTH CENTER, MORGANTOWN, W. VA. BUREAU OF PRISONS.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 71 315P.

DESCRIPTORS - TEACHING GUIDE; \*VOCATIONAL EDUCATION; \*BEHAVIORAL OBJECTIVES; EDUCATIONAL INNOVATION; GRAPHIC ARTS; ELECTRONICS; AFROSPACE TECHNOLOGY; CONSUMER EDUCATION; CHANGING ATTITUDES; \*INSTRUCTIONAL MATERIALS; \*RESOURCE MATERIALS; PERFORMANCE TESTS IDENTIFIERS - \*PERFORMANCE OBJECTIVES

ABSTRACT - THIS HANDBOOK, DEVELOPED BY THE EDUCATION STAFF UNDER THE DIRECTION OF SUPERVISORS OF EDUCATIONAL SERVICES AT THE CENTER, WAS DESIGNED TO PROMOTE AN AWARENESS OF THE NEED FOR INNOVATION IN A CORRECTIONAL INSTITUTION. BECAUSE MOST OF THE POPULATION IN SUCH INSTITUTIONS ARE SCHOOL DROPOUTS, THEY NEED A NEW APPROACH TO EDUCATION. BEHAVIORALLY STATED OBJECTIVES ARE GIVEN FOR 35 UNITS CATEGORIZED UNDER SEVEN HEADING: (1) PRE-INDUSTRIAL ORIENTATION, (2) AFROSPACE CLUSTER, (3) GRAPHICS CLUSTER, (4) ELECTRONICS CLUSTER, (5) RELATED INFORMATION, (6) SUPPORTIVE INFORMATION, AND (7) SOCIAL EDUCATION. OBJECTIVES ARE STATED FOR SEVERAL ITEMS WITHIN EACH UNIT AND MILESTONES DESIGNATE THE BEGINNING OF EACH NEW ITEM. (GEB)

VT 014 402

SHYKORA, MATT M., COMP. SAFETY.

ALBERTA TEACHERS' ASSOCIATION,

(CANADA). INDUSTRIAL ARTS AND VOCATIONAL EDUCATION COUNCIL. MF AVAILABLE IN VT-ERIC SET. INDUSTRIAL ARTS AND VOCATIONAL EDUCATION COUNCIL, THE ALBERTA TEACHERS' ASSOCIATION, 11010 - 142 STREET EDMONTON, ALBERTA, CANADA (FREE TO COUNCIL MEMBERS; SPECIAL SALES \$2)

PUB DATE - DEC70 79P.

DESCRIPTORS - \*SAFETY EDUCATION; \*SCHOOL SAFETY; TEACHER RESPONSIBILITY; \*INDUSTRIAL EDUCATION; \*REFERENCE MATERIALS; \*MANUALS; INSTRUCTIONAL MATERIALS; ACCIDENT PREVENTION; INDUSTRIAL ARTS

ABSTRACT - COMPILED BY A SUPERVISOR OF VOCATIONAL EDUCATION, THIS SAFETY MANUAL IS DESIGNED FOR ALL MEMBERS OF THE INDUSTRIAL ARTS AND VOCATIONAL EDUCATION COUNCIL. THE OBJECTIVES OF THE PUBLICATION ARE TO: (1) POINT OUT THE IMPORTANCE AND SIGNIFICANCE OF PROVIDING AN EFFECTIVE AND CONTINUOUS PROGRAM OF SAFETY EDUCATION IN THE SCHOOL LABORATORY, (2) PROVIDE SUGGESTIONS FOR IMPLEMENTING A SAFETY EDUCATION PROGRAM, (3) ASSIST TEACHERS IN DEVELOPING A SAFETY CONSCIOUS ATTITUDE IN STUDENTS, AND (4) MAKE TEACHERS AWARE OF THEIR LIABILITY. CONTENTS INCLUDE: (1) AREAS OF GENERAL INSTRUCTION AND GENERAL SAFETY SUGGESTIONS, (2) A SAFETY INSPECTION CHECKLIST, (3) GUIDELINES FOR ADMINISTERING AN EFFECTIVE SAFETY PROGRAM, (4) SAFETY TESTS, (5) SUGGESTED TEACHER PRACTICES, (6) A LETTER STATING WORKMEN'S COMPENSATION POLICY, (7) DEFINITIONS OF INDUSTRIAL ACCIDENT, (8) THE PURPOSE OF ACCIDENT INVESTIGATIONS, (9) ACCIDENT CONTROL POLICIES, AND (10) JOB SAFETY ANALYSIS PROCEDURES. THE SECTIONS ARE COLOR CODED FOR EASY REFERENCE. (GEB)

VT 014 417 ED 057 250

STOKES, VERNON L.

AN INSTRUCTIONAL PROGRAM FOR TRAINING NONDESTRUCTIVE TESTING AND INSPECTION TECHNICIANS.

NORTH TEXAS STATE UNIV.,  
DENTON.; TEXAS EDUCATION AGENCY,  
AUSTIN. DIV. OF OCCUPATIONAL  
RESEARCH AND DEVELOPMENT.  
EDRS PRICE MF-\$0.65 HC-\$6.58.  
PUB DATE - AUG71 199P.

DESCRIPTORS - INSTRUCTIONAL  
PROGRAMS; INSTRUCTIONAL MATERIALS;  
JUNIOR COLLEGES; COMMUNITY  
COLLEGES; \*TECHNICAL EDUCATION;  
PROGRAM CONTENT; INSPECTION;  
\*CURRICULUM GUIDES; BIBLIOGRAPHIES;  
RESOURCE MATERIALS; \*INDUSTRIAL  
EDUCATION; \*SUPPLEMENTARY  
TEXTBOOKS; \*PRODUCTION TECHNICIANS;  
MANUFACTURING INDUSTRY  
IDENTIFIERS - NONDESTRUCTIVE  
TESTING

ABSTRACT - THIS DOCUMENT, THE  
SECOND PORTION OF A TWO-PART STUDY,  
IS DESIGNED TO PROVIDE A GUIDE FOR  
THE FORMAL TRAINING OF TECHNICIANS  
FOR NONDESTRUCTIVE TESTING AND  
INSPECTION. INFORMATION IN THE  
GUIDE IS BASED ON RESULTS OF THE  
INDUSTRIAL SURVEY DISCUSSED IN PART  
I. THE SUBJECT MATTER IS INTENDED  
TO BE BOTH FLEXIBLE AND  
COMPREHENSIVE, AND INSTRUCTIONAL  
GOALS MUST BE FOCUSED ON ATTAINMENT  
OF A HIGH LEVEL OF PROFICIENCY IN  
EACH TECHNICIAN. THIS DOCUMENT  
CONTAINS AN INTRODUCTION CONSISTING  
OF CONSIDERATIONS FOR INSTRUCTION,  
A SIGNIFICANCE OF THE MANUFACTURING  
PROCESS, RESPONSIBILITY OF THE  
MANUFACTURER AND SERVICE COMPANY,  
AND EDUCATION OBJECTIVES. ALSO,  
THERE ARE CHAPTERS ON: (1) THE  
ORIGIN AND SIGNIFICANCE OF  
DISCONTINUITIES, (2) LIQUID  
PENETRANT METHODS, (3) MAGNETIC  
PARTICLE TESTING, (4) EDDY CURRENT  
TESTING, (5) ULTRASONIC TESTING,  
(6) RADIOGRAPHIC TESTING, (7) OTHER  
NONDESTRUCTIVE TESTING METHODS, AND  
(8) CURRICULUM. SAMPLE  
ILLUSTRATIONS AND RESOURCE  
MATERIALS ARE APPENDED, AND A  
BIBLIOGRAPHY IS INCLUDED. PART I IS  
AVAILABLE IN ARM VOL. 5, NO. 3 AS  
VT 014 416. (GER)

VT 014 463

UHLMAN, NEIL, ED.; CASAD, BOB, ED.  
CIVIL ENGINEERING TECHNOLOGY.

PERFORMANCE SPECIFICATIONS AND  
TRAINING OBJECTIVES FOR THE  
TECHNICIAN.

WASHINGTON STATE COORDINATING  
COUNCIL FOR OCCUPATIONAL EDUCATION,  
OLYMPIA  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 71 61P.

DESCRIPTORS - CIVIL ENGINEERING;  
\*ENGINEERING TECHNOLOGY;  
SUBPROFESSIONALS; TASK ANALYSIS;  
\*JOB SKILLS; EDUCATIONAL NEEDS;  
MANUALS; \*ENGINEERING TECHNICIANS;  
\*TRAINING OBJECTIVES; \*PERFORMANCE  
SPECIFICATIONS; TECHNICAL  
EDUCATION; INDUSTRIAL EDUCATION

ABSTRACT - DEVELOPED THROUGH A  
FUNDED RESEARCH PROJECT, THIS  
DOCUMENT IDENTIFIES MINIMUM JOB  
COMPETENCIES NEEDED BY CIVIL  
ENGINEERING TECHNICIANS FOR THE  
PURPOSE OF ESTABLISHING A BASE FOR  
COURSE CONTENT AND TRAINING  
OBJECTIVES. INSTRUCTORS OF CIVIL  
ENGINEERING TECHNOLOGY AND  
REPRESENTATIVES FROM INDUSTRY  
WORKED TOGETHER TO PRODUCE A FLOW  
DIAGRAM SHOWING MAJOR FUNCTIONS OF  
A CIVIL ENGINEERING TECHNICIAN.  
FUNCTION ANALYSIS FORMS FOR THE 24  
TASKS ARE PRESENTED UNDER FOUR  
MAJOR CLASSIFICATIONS OF: (1)  
OFFICE SERVICES, (2) FIELD  
OPERATIONS, (3) MAKE PROJECT  
INSPECTIONS, AND (4) PERFORM  
CONSTRUCTION MANAGEMENT. EACH  
FUNCTION ANALYSIS FORM CONTAINS THE  
DEFINITION, RATIONALE, TASKS, AND  
TERMINAL BEHAVIOR OBJECTIVES OF THE  
FUNCTION UNDER CONSIDERATION. THE  
RESULTING PERFORMANCE  
SPECIFICATIONS PROVIDE THE TRAINING  
OBJECTIVES FOR AN INSTRUCTOR OF  
CIVIL ENGINEERING TECHNICIANS.  
(GEB)

VT 014 491

BALDRIDGE, WILLIAM K.  
COURSE OF STUDY FOR VOCATIONAL  
MACHINE.

MIDDLETOWN CITY SCHOOL DISTRICT,  
OHIO.  
MF AVAILABLE IN VT-ERIC SET.  
INSTRUCTIONAL MATERIALS CENTER,

MIDDLETOWN CITY SCHOOLS, 1515  
GIRARD AVENUE, MIDDLETOWN, OHIO  
45042 (\$0.50)  
PUB DATE - 71 29P.

DESCRIPTORS - VOCATIONAL EDUCATION;  
\*TRADE AND INDUSTRIAL EDUCATION;  
\*MACHINE TOOLS; \*METALS;  
\*CURRICULUM GUIDES; LESSON PLANS;  
\*INSTRUCTIONAL MATERIALS;  
BIBLIOGRAPHIES; OCCUPATIONAL  
INFORMATION; SCHOOL SAFETY;  
EQUIPMENT MAINTENANCE; RESOURCE  
MATERIALS  
IDENTIFIERS - \*MACHINE SHOP

ABSTRACT - PREPARED UNDER THE  
GUIDANCE OF THE ADMINISTRATORS OF  
VOCATIONAL EDUCATION, THIS  
CURRICULUM GUIDE IS FOR INSTRUCTOR  
USE IN TEACHING VOCATIONAL MACHINE  
SHOP. SOME SPECIFIC OBJECTIVES OF  
THE COURSE ARE TO: (1) TEACH SAFETY  
AND THE PROPER RESPECT AND USE OF  
POWER AND HAND TOOLS, (2) DEVELOP  
MACHINE MANIPULATIVE SKILLS, (3)  
DEVELOP RESPONSIBLE ATTITUDES, (4)  
DEVELOP THE STUDENT IN RELATED  
THEORY AND MATHEMATICS, AND (5)  
PROMOTE INITIATIVE TOWARDS SELF-  
IMPROVEMENT. UNITS INCLUDE: (1)  
BENCH WORK, (2) BENCH GRINDER, (3)  
POWER CUT-OFF SAW, (4) LATHE, (5)  
ARBOR PRESS, (6) DRILL PRESS, (7)  
SHAPER, (8) PLANER, (9) HORIZONTAL  
AND VERTICAL MILLING, (10) BANDSAW,  
(11) INTERNAL AND EXTERNAL  
GRINDING, (12) TOOL CUTTER GRINDER,  
(13) FORGEWORK, (14) HEAT TREATING,  
(15) GAS AND ARC WELDING, AND (16)  
ELECTRICAL DISCHARGE MACHINE. EACH  
UNIT CONTAINS A BRIEF OUTLINE,  
TYPICAL JOBS, NEEDED TEACHING AIDS,  
SAFETY AND CARE TIPS, AND A  
SUGGESTED BIBLIOGRAPHY. THE LAST  
SECTION OF THE DOCUMENT INCLUDES A  
LIST OF PLANNED JOBS AND A  
BIBLIOGRAPHY. (GFB)

VT 014 492

SEXTON, GLENNIS E.

COURSE OF STUDY FOR VOCATIONAL  
AUTOMOTIVE MECHANICS.

MIDDLETOWN CITY SCHOOL DISTRICT,  
OHIO.  
MF AVAILABLE IN VT-ERIC SET.  
INSTRUCTIONAL MATERIALS CENTER,

MIDDLETOWN CITY SCHOOLS, 1515  
GIRARD AVENUE, MIDDLETOWN, OHIO  
45042 (\$0.50)  
PUB DATE - 71 34P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL  
EDUCATION; \*AUTO MECHANICS;  
OCCUPATIONAL INFORMATION;  
\*CURRICULUM GUIDES; REFERENCE  
MATERIALS; AUTO MECHANICS  
(OCCUPATION); \*INSTRUCTIONAL  
MATERIALS; BIBLIOGRAPHIES;  
\*TEACHING GUIDES; EVALUATION  
TECHNIQUES; SECONDARY GRADES

ABSTRACT - DEVELOPED UNDER THE  
DIRECTION OF ADMINISTRATORS FOR  
VOCATIONAL EDUCATION, THIS  
CURRICULUM GUIDE IS FOR INSTRUCTOR  
USE IN TEACHING VOCATIONAL  
AUTOMOTIVE MECHANICS. SPECIFIC  
OBJECTIVES OF THE COURSE INCLUDE:  
(1) TO LEARN THE SKILLS AND RELATED  
TECHNICAL KNOWLEDGE NECESSARY TO  
ENTER THE AUTOMOTIVE TRADE, (2) TO  
DEVELOP AN UNDERSTANDING OF THE  
METHODS OF TESTING AUTOMOTIVE  
EQUIPMENT AND DIAGNOSIS OF FAULTY  
OPERATION, (3) TO DEVELOP AN  
UNDERSTANDING OF THE IMPORTANCE OF  
PROPER FITS AND TOLERANCES, AND (4)  
TO DEVELOP HABITS IN SAFETY,  
CLEANLINESS, AND COOPERATION.  
METHODS OF OPERATION AND  
INSTRUCTION ARE OUTLINED IN THE  
FIRST PART OF THIS DOCUMENT. UNITS  
INCLUDE: (1) TOOLS AND EQUIPMENT,  
(2) BRAKES, (3) ENGINES, (4)  
ELECTRICAL SYSTEMS, (5) FUEL  
SYSTEMS, (6) LUBRICATING SYSTEMS,  
(7) COOLING SYSTEMS, (8) POWER  
TRAINS, (9) SUSPENSION SYSTEMS,  
(10) STEERING SYSTEMS, (11)  
ACCESSORIES, AND (12) GENERAL  
SERVICE. EACH UNIT CONTAINS AN  
OUTLINE, OPERATIONS TO PERFORM,  
REFERENCES NEEDED, TEACHING AIDS,  
TEACHER DEMONSTRATION SUGGESTIONS,  
AND SAFETY PRECAUTIONS. THE AUTO  
SHOP POLICY, GENERAL REFERENCE  
MATERIAL, AND A BIBLIOGRAPHY ARE  
INCLUDED. (GFB)

VT 014 493

MCNABB, NANCY

COURSE OF STUDY FOR VOCATIONAL  
COSMETOLOGY.

MIDDLETOWN CITY SCHOOL DISTRICT,  
OHIO.

MF AVAILABLE IN VT-ERIC SET.  
INSTRUCTIONAL MATERIALS CENTER,  
MIDDLETOWN CITY SCHOOLS, 1515  
GIRARD AVENUE, MIDDLETOWN, OHIO  
45042 (\$0.50)

PUB DATE - 71 61P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL  
EDUCATION; \*CURRICULUM GUIDES;  
\*COSMETOLOGY; \*COSMETOLOGISTS;  
SERVICE OCCUPATIONS; HYGIENE;  
BIBLIOGRAPHIES; SECONDARY  
EDUCATION; GRADE 11; GRADE 12

ABSTRACT - THIS CURRICULUM GUIDE  
CONTAINS A 2-YEAR COURSE OF STUDY  
FOR ELEVENTH AND TWELFTH GRADE  
STUDENTS INTERESTED IN COSMETOLOGY.  
UNITS ARE: (1) ORIENTATION, (2)  
BACTERIOLOGY, STERILIZATION, AND  
SANITATION, (3) CARE AND TREATMENT  
OF HAIR, SKIN, AND NAILS, (4)  
SCIENCE OF COSMETOLOGY, AND (5)  
MANAGEMENT OF A BEAUTY SALON. UNITS  
CONTAIN A BRIEF DESCRIPTION,  
OBJECTIVES, CONTENT OUTLINE,  
VOCABULARY TERMS, SUGGESTED  
TEACHER-STUDENT ACTIVITIES,  
EVALUATION IDEAS, AUDIO-VISUAL  
RESOURCES, AND BIBLIOGRAPHY. A  
LISTING OF SUBJECT MATTER TOPICS BY  
WEEK FOR BOTH GRADES IS PROVIDED.  
(SB)

VT 014 495

COULTER, GEORGE D.  
COURSE OF STUDY FOR VOCATIONAL AUTO  
BODY REPAIR.

MIDDLETOWN CITY SCHOOL DISTRICT,  
OHIO.

MF AVAILABLE IN VT-ERIC SET.  
INSTRUCTIONAL MATERIALS CENTER,  
MIDDLETOWN CITY SCHOOLS, 1515  
GIRARD AVENUE, MIDDLETOWN, OHIO  
45042 (\$0.50)

PUB DATE - 71 29P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL  
EDUCATION; \*CURRICULUM GUIDES;  
SECONDARY GRADES; \*AUTO BODY  
REPAIRMEN; \*INSTRUCTIONAL  
MATERIALS; BIBLIOGRAPHIES; \*COURSE  
OBJECTIVES; TEACHING METHODS;  
REFERENCE MATERIALS; COURSE  
CONTENT; JOB SKILLS

ABSTRACT - DEVELOPED UNDER THE  
DIRECTION OF ADMINISTRATORS FOR  
VOCATIONAL EDUCATION, THIS  
CURRICULUM GUIDE IS FOR INSTRUCTOR  
USE IN TEACHING VOCATIONAL AUTO  
BODY REPAIR. THE PROGRAM IS  
DESIGNED FOR EIGHT 9-WEEK TERMS  
CONSISTING OF 1 HOUR RELATED  
CLASSROOM WORK AND 3 HOURS  
LABORATORY EXPERIENCE EACH DAY.  
SPECIFIC OBJECTIVES OF THE COURSE  
INCLUDE: (1) TO DEVELOP A  
PROFESSIONAL ATTITUDE, (2) TO  
ACQUIRE SELECTED BODY REPAIR  
SKILLS, (3) TO DEVELOP PRIDE IN  
GOOD WORKMANSHIP AND APPRECIATE  
CRAFTSMANSHIP, AND (4) TO  
UNDERSTAND THE TECHNIQUES AND  
PROCEDURES USED IN PLANNING AND  
OPERATING A PROFESSIONAL BUSINESS.  
FOLLOWING THE STATED PLAN OF  
INSTRUCTIONAL PRACTICES AND SHOP  
ORIENTATION AND ORGANIZATION  
PROCEDURES, THE COURSE OUTLINE IS  
PRESENTED. JOBS AND OPERATIONS AND  
RELATED INFORMATION IS OUTLINE FOR  
ALL PHASES OF AUTO BODY REPAIR. A  
BIBLIOGRAPHY IS INCLUDED. (GB)

VT 014 520

GENERAL MECHANICAL TRADES. A  
CURRICULUM GUIDE.

OKLAHOMA STATE DEPT. OF VOCATIONAL  
AND TECHNICAL EDUCATION,  
STILLWATER.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 71 270P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL  
EDUCATION; \*CURRICULUM GUIDES;  
SAFETY; MEASUREMENT; DRAFTING;  
WELDING; POWER MECHANICS; METALS;  
EQUIPMENT MAINTENANCE; \*TEACHING  
GUIDES; \*BEHAVIORAL OBJECTIVES;  
\*INSTRUCTIONAL MATERIALS; TESTS

ABSTRACT - THROUGH THE COOPERATION  
OF PERSONNEL IN THE STATE  
DEPARTMENTS OF AGRICULTURE AND  
TRADE AND INDUSTRIAL EDUCATION PLUS  
TEACHERS IN THESE AREAS, THIS  
CURRICULUM GUIDE WAS DEVELOPED TO  
AID INSTRUCTORS IN TEACHING VARIOUS  
MECHANICAL TRADES. UNITS INCLUDED  
IN SEVEN AREAS ARE: (1) SAFETY, (2)  
BASIC MEASUREMENT, (3) BLUEPRINT



READING, (4) BECOMING A GOOD LEADER, (5) GAS WELDING, (6) HYDROXYACETYLENE FUSION WELDING AND BRAZING, (7) ARC WELDING, (8) POSITION WELDING, (9) ENGINE OPERATION, (10) SERVICING SMALL ENGINES, (11) REPAIRING AND SHARPENING TOOLS, AND (12) METAL WORK. EACH INSTRUCTIONAL UNIT INCLUDES BEHAVIORAL OBJECTIVES, SUGGESTED ACTIVITIES FOR TEACHERS AND STUDENTS, INFORMATION SHEETS, ASSIGNMENT SHEETS, JOB SHEETS, VISUAL AIDS, TESTS, AND ANSWERS TO THE TEST. LINE DRAWINGS ARE USED FOR ILLUSTRATIONS. (GEB)

#### VT 014 522

INSTRUCTIONAL MATERIALS VOCATIONAL-RELATED MATH. COORDINATED VOCATIONAL EDUCATION TRAINING, PRELIMINARY DRAFT.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JUL71 352P. PREPARED AT THE TRAINING INST. FOR TEACHERS OF THE HANDICAPPED (DURANT, OKLA., JULY 5-16, 1971).

DESCRIPTORS - MATHEMATICS MATERIALS; \*MATHEMATICAL CONCEPTS; \*VOCATIONAL EDUCATION; \*INSTRUCTIONAL MATERIALS; \*WORKBOOKS; STUDY GUIDES; TEACHING GUIDES; \*EDUCATIONAL OBJECTIVES; TEXTBOOK ASSIGNMENTS; INDIVIDUALIZED INSTRUCTION; TESTS; ANSWER KEYS; HANDICAPPED STUDENTS

ABSTRACT - PREPARED DURING A TRAINING INSTITUTE FOR TEACHERS OF THE HANDICAPPED, THIS WORKBOOK WAS DESIGNED FOR STUDENTS AND INSTRUCTORS OF VOCATIONAL MATH COURSES. CONTENTS INCLUDE 22 UNITS UNDER THE TOPICS: (1) WHOLE NUMBER CONCEPTS, (2) FRACTION CONCEPTS, (3) DECIMAL CONCEPTS, AND (4) SPECIAL CONCEPTS. EACH UNIT CONTAINS STATED TERMINAL OBJECTIVES, SPECIFIC OBJECTIVES, SUGGESTED ACTIVITIES, INSTRUCTIONAL

MATERIAL, INFORMATION SHEETS, ASSIGNMENT SHEETS, ANSWERS TO ASSIGNMENT SHEETS, TESTS, AND ANSWERS TO THE TESTS. LISTS OF MATH SKILL LEVELS, BASIC MATHEMATICS CONCEPTS, SUGGESTED REFERENCES FOR MATH SKILL, AND OBJECTIVES FOR OTHER UNITS ARE APPENDED. (GEB)

#### VT 014 526

GENERAL CONSTRUCTION TRADES. A CURRICULUM GUIDE.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 71 305P.

DESCRIPTORS - \*CONSTRUCTION INDUSTRY; \*TRADE AND INDUSTRIAL EDUCATION; \*CURRICULUM GUIDES; INSTRUCTIONAL MATERIALS; BEHAVIORAL OBJECTIVES; TESTS; SAFETY; HAND TOOLS; MEASUREMENT; BLUEPRINTS; ELECTRICITY; WOODWORKING; PLUMBING; CEMENT INDUSTRY; PAINTING; \*STATE CURRICULUM GUIDES; SECONDARY GRADES; COURSE OBJECTIVES IDENTIFIERS - OKLAHOMA

ABSTRACT - DEVELOPED BY STATE DEPARTMENT OFFICIALS, TEACHERS, AND GENERAL CONSTRUCTION TRADES PERSONNEL, THIS CURRICULUM GUIDE IS DESIGNED FOR INSTRUCTOR USE IN TEACHING THE GENERAL CONSTRUCTION TRADES IN VOCATIONAL EDUCATION. THE PROGRAM INCLUDES VOCATIONAL INSTRUCTION SO THAT STUDENTS MAY LEARN A SKILL WHILE ALSO ACQUIRING BASIC KNOWLEDGE IN THE RELATED FIELDS OF MATH, SCIENCE, ENGLISH, AND SOCIAL STUDIES. EACH OF THE 13 INSTRUCTIONAL UNITS INCLUDES TERMINAL AND SPECIFIC MEASURABLE OBJECTIVES, SUGGESTED ACTIVITIES, INFORMATION SHEETS, ASSIGNMENT SHEETS, JOB SHEETS, TRANSPARENCY MASTERS, A QUIZ, AND ANSWERS TO THE QUIZ. THE UNITS ARE INCLUDED UNDER THE FOLLOWING TOPICS: (1) SAFETY AND TOOLS, (2) MEASURING AND BLUEPRINT READING, (3) LEADERSHIP, (4) CARPENTRY, (5) CONCRETE, (6) PLUMBING, (7) PAINTING, AND (8) ELECTRICITY. THE DOCUMENT IS COLOR CODED FOR EASY IDENTIFICATION OF



THE SECTIONS WITHIN EACH UNIT.  
(GEB))

VT 014 547 ED 058 449  
VOCATIONAL INSTRUCTIONAL MATERIALS  
FOR TRADE AND INDUSTRIAL  
OCCUPATIONS AVAILABLE FROM FEDERAL  
AGENCIES.

NORTHWEST REGIONAL EDUCATIONAL  
LAB., PORTLAND, OREG.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
EDRS PRICE MF-\$0.65 HC-\$6.58.  
SUPERINTENDENT OF DOCUMENTS, U.S.  
GOVERNMENT PRINTING OFFICE,  
WASHINGTON, D.C. 20402 (STOCK  
NUMBER 1780-0842, \$1.50)  
PUB DATE - AUG71 146P.

DESCRIPTORS - \*ANNOTATED  
BIBLIOGRAPHIES; \*TRADE AND  
INDUSTRIAL EDUCATION;  
\*INSTRUCTIONAL MATERIALS; \*RESOURCE  
MATERIALS; EDUCATIONAL RESOURCES;  
VOCATIONAL EDUCATION; CAREER  
EDUCATION; OCCUPATIONAL GUIDANCE;  
HANDICAPPED STUDENTS; VOCATIONAL  
COUNSELING; DISADVANTAGED GROUPS;  
TEACHER EDUCATION; \*FEDERAL  
GOVERNMENT  
IDENTIFIERS - \*FEDERAL AGENCIES

ABSTRACT - THIS ANNOTATED  
BIBLIOGRAPHY LISTS CURRICULUM  
MATERIALS FOR TRADE AND INDUSTRIAL  
EDUCATION WHICH WERE PRODUCED BY  
FEDERAL AGENCIES AND ARE  
APPROPRIATE FOR 36 SUBJECT MATTER  
AREAS, INCLUDING: (1) AIR  
CONDITIONING, (2) APPLIANCE REPAIR,  
(3) AUTOMOTIVE SERVICES, (4)  
AVIATION, (5) BLUEPRINT READING,  
(6) COMMERCIAL ARTS, (7)  
CONSTRUCTION AND MAINTENANCE, (8)  
DRAFTING, (9) ELECTRONICS, (10)  
FABRIC MAINTENANCE, (11) GRAPHIC  
ARTS, (12) INSTRUMENT MAINTENANCE  
AND REPAIR, (13) METALWORKING, (14)  
QUANTITY FOOD OCCUPATIONS, AND (15)  
REFRIGERATION. WHERE POSSIBLE,  
THESE SUBJECT MATTER AREAS ARE  
FURTHER SUBDIVIDED INTO SPECIFIC  
OCCUPATIONAL AREAS. IN ADDITION TO  
THE TRADE AND INDUSTRIAL AREA,  
INSTRUCTIONAL MATERIALS WHICH MAY  
HAVE GENERAL APPLICATION TO ANY  
VOCATIONAL AREA ARE CLASSIFIED INTO

THESE CATEGORIES: (1) BASIC  
EDUCATION, (2) RELATED EDUCATION,  
(3) GUIDANCE AND COUNSELING, (4)  
TEACHER EDUCATION, AND (5)  
DISADVANTAGED/HANDICAPPED: INTERNAL  
AND EXTERNAL. ENTRIES ARE ARRANGED  
BY TITLE AND INCLUDE DATE OF  
PUBLICATION, NUMBER OF PAGES,  
AUTHOR OR CORPORATE AUTHOR, BRIEF  
ANNOTATION, SPECIAL ASPECTS,  
DOCUMENT CONTENTS, RELEVANT  
INSTRUCTIONAL AREAS, AND DOCUMENT  
SOURCE. AN INTRODUCTORY SECTION  
EXPLAINS THE CODING SYSTEM,  
LOCATING AND ORDERING MATERIALS AND  
INTERPRETING CITATIONS. RELATED  
DOCUMENTS ARE AVAILABLE IN THIS  
ISSUE AS VT 014 542-VT 014 548.  
(SB)

VT 014 573  
HORNING, DONALD B., AND OTHERS  
INDUSTRIAL EDUCATION COURSE  
OUTLINE: GRAPHIC ARTS 3-4.

LONG BEACH UNIFIED SCHOOL DISTRICT,  
CALIF. OFFICE OF CURRICULUM AND  
INSTRUCTION.  
MF AVAILABLE IN VT-ERIC-SET.  
OFFICE OF CURRICULUM AND  
INSTRUCTION, LONG BEACH UNIFIED  
SCHOOL DISTRICT, 701 LOCUST AVENUE,  
LONG BEACH, CALIFORNIA 90813  
PUB DATE - 70 31P.

DESCRIPTORS - \*INDUSTRIAL ARTS;  
\*OCCUPATIONAL INFORMATION;  
OCCUPATIONAL GUIDANCE; \*GRAPHIC  
ARTS; \*INSTRUCTIONAL MATERIALS;  
RESOURCE MATERIALS; SECONDARY  
GRADES; \*CURRICULUM GUIDES; COURSE  
CONTENT

ABSTRACT - PREPARED UNDER THE  
SUPERVISION OF AN INDUSTRIAL  
EDUCATION CONSULTANT, THIS COURSE  
OUTLINE IS FOR INSTRUCTOR USE IN  
TEACHING GRAPHIC ARTS IN GRADES 10,  
11, AND 12. THE MATERIAL IS  
DESIGNED FOR 2 SEMESTERS, 1 OR 2  
PERIODS PER DAY. THIS IS A FOLLOWUP  
TO GRAPHIC ARTS 1-2 AND STUDENTS  
ARE EXPECTED TO PRODUCE MORE  
SOPHISTICATED JOBS AND TO INCREASE  
THEIR SKILL DEVELOPMENT. TOPICS  
INCLUDE: (1) LAYOUT AND DESIGN, (2)  
HAND COMPOSITION, (3) IMPOSITION  
AND MAKEUP, (4) PLATEN PRESS

OPERATION, (5) LINOLEUM BLOCK PRINTING, (6) SILK-SCREEN PRINTING, (7) BOOKBINDING, (8) OFFSET LITHOGRAPHY, AND (9) OCCUPATIONAL GUIDANCE. SUGGESTED ACTIVITIES, SKILLS, AND PROCESSES, TECHNICAL FUNCTIONAL INFORMATION, RELATED INFORMATION, AND LISTS OF INSTRUCTIONAL AIDS ARE PROVIDED FOR EACH TOPIC. AN EVALUATION CHECK LIST IS INCLUDED. (BH)

#### VT 014 576

SYLLABUS IN TECHNICAL ELECTRICITY-ELECTRONICS.

NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF SECONDARY CURRICULUM DEVELOPMENT.  
MF AVAILABLE IN VT-ERIC SET.  
PUBLICATIONS DISTRIBUTION UNIT, THE STATE EDUCATION DEPARTMENT, EDUCATION BUILDING ANNEX, ALBANY, NEW YORK 12224 (\$5.50 EACH)  
PUB DATE - 71 70P.

DESCRIPTORS - \*ELECTRICITY; \*ELECTRONICS; \*TRADE AND INDUSTRIAL EDUCATION; \*TECHNICAL EDUCATION; \*CURRICULUM GUIDES; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; TEACHING GUIDES; COURSE DESCRIPTIONS; BIBLIOGRAPHIES IDENTIFIERS - NEW YORK

ABSTRACT - DEVELOPED BY A CURRICULUM COMMITTEE, THIS CURRICULUM GUIDE IS DESIGNED FOR INSTRUCTOR USE IN TEACHING THE TECHNICAL ELECTRICAL-ELECTRONICS CURRICULUM IN NEW YORK STATE. SPECIFIC OBJECTIVES OF THE CURRICULUM PROVIDE: (1) A THOROUGH GROUNDING IN THE FUNDAMENTAL PRINCIPLES AND PRACTICES OF ELECTRICITY AND ELECTRONICS, (2) BACKGROUND MATERIAL SUFFICIENT FOR ENTRY INTO INDUSTRY, AND (3) A FOUNDATION IN TECHNICAL EDUCATION FROM WHICH A STUDENT THROUGH FURTHER STUDY MAY ADVANCE. THE DOCUMENT IS DESIGNED IN A 2-COLUMN FORMAT WITH ONE USED FOR IDENTIFYING CONTENT AND THE OTHER FOR TEACHING SUGGESTIONS. CONTENT INCLUDES: (1) BASIC ELECTRICITY, (2) BASIC ELECTRONICS, (3) ADVANCED ELECTRICITY OPTION, (4) ADVANCED

ELECTRONICS OPTION, (5) COMPUTER CIRCUITRY OPTION, (6) ELECTRICAL CONSTRUCTION, AND (7) ELECTRICAL-ELECTRONIC DRAFTING. A BIBLIOGRAPHY AND A RESOURCE DIRECTORY ARE INCLUDED. (GEB)

#### VT 014 601

COPELAND, CHARLES M., AND OTHERS  
INDUSTRIAL EDUCATION COURSE  
OUTLINE: ARCHITECTURAL DRAFTING 3-4.

LONG BEACH UNIFIED SCHOOL DISTRICT, CALIF. OFFICE OF CURRICULUM AND INSTRUCTION.  
MF AVAILABLE IN VT-ERIC SET.  
OFFICE OF CURRICULUM AND INSTRUCTION, LONG BEACH UNIFIED SCHOOL DISTRICT, 701 LOCUST AVENUE, LONG BEACH, CALIFORNIA 90813  
PUB DATE - 70 33P.

DESCRIPTORS - \*INDUSTRIAL ARTS; \*ARCHITECTURAL DRAFTING; GRADE 11; GRADE 12; DESIGN NEEDS; CONSTRUCTION NEEDS; \*CURRICULUM GUIDES; COURSE CONTENT; \*INSTRUCTIONAL MATERIALS; \*RESOURCE MATERIALS; OCCUPATIONAL INFORMATION

ABSTRACT - PREPARED UNDER THE SUPERVISION OF AN INDUSTRIAL EDUCATION CONSULTANT, THIS COURSE OUTLINE IS FOR INSTRUCTOR USE IN TEACHING ARCHITECTURAL DRAFTING IN GRADES 11 AND 12. THE MATERIAL IS DESIGNED FOR 2 SEMESTERS, 5 PERIODS PER WEEK. INSTRUCTION IS DEVELOPED AROUND A STUDENT-DESIGNED HILLSIDE RESIDENCE CHARACTERIZED BY WOODFRAME, RAISED FLOOR, AND SPLIT-LEVEL CONSTRUCTION. THE COURSE INCLUDES: (1) SKETCHING, (2) SITE DEVELOPMENT, (3) STRUCTURE, (4) PRESENTATION RENDERINGS, (5) ARCHITECTURAL MODELS, (6) PRELIMINARY DESIGN, AND (7) WORKING DRAWINGS. SUGGESTED ACTIVITIES, SKILLS, AND PROCESSES, TECHNICAL FUNCTIONAL INFORMATION, RELATED INFORMATION, AND LISTS OF INSTRUCTIONAL AIDS ARE PROVIDED FOR EACH SECTION. AN EVALUATION CHECK LIST IS INCLUDED. (BH)

#### VT 014 602

DARGATZ, GLENN E., AND OTHERS

**INDUSTRIAL EDUCATION COURSE  
OUTLINE: AUTO MECHANICS 3-4.**

LONG BEACH UNIFIED SCHOOL DISTRICT,  
CALIF. OFFICE OF CURRICULUM AND  
INSTRUCTION.

MF AVAILABLE IN VT-ERIC SET.  
OFFICE OF CURRICULUM AND  
INSTRUCTION, LONG BEACH UNIFIED  
SCHOOL DISTRICT, 701 LOCUST AVENUE,  
LONG BEACH, CALIFORNIA 90813  
PUB DATE - 70 55P.

DESCRIPTORS - \*INDUSTRIAL  
EDUCATION; INDUSTRIAL ARTS; \*AUTO  
MECHANICS; \*COURSE CONTENT;  
\*TEACHING GUIDES; INSTRUCTIONAL  
MATERIALS; SECONDARY GRADES;  
CONSUMER EDUCATION; SAFETY  
EDUCATION; SKILL DEVELOPMENT; AUTO  
MECHANICS (OCCUPATION)

ABSTRACT - PREPARED BY TEACHERS,  
THIS COURSE OUTLINE IS FOR  
INSTRUCTOR USE IN TEACHING AUTO  
MECHANICS IN GRADES 11 OR 12. THE  
COURSE IS DESIGNED FOR 2 SEMESTERS,  
1 OR 2 PERIODS DAILY AND IS A  
FOLLOWUP TO THE INTRODUCTORY COURSE  
WHICH COVERS THE BASIC AUTOMOTIVE  
FUNDAMENTALS. SPECIFIC OBJECTIVES  
OF THE COURSE INCLUDE TO HELP  
STUDENTS TO: (1) DEVELOP KNOWLEDGE  
AND SKILLS COMMENSURATE WITH THE  
NEEDS OF THE AUTOMOTIVE CONSUMER  
AND PERSONS WITH AVOCATIONAL  
INTERESTS IN AUTOMOTIVES, (2) APPLY  
AND REINFORCE RECOGNITION OF THE  
IMPORTANCE OF RECOMMENDED SAFETY  
PRACTICES OF THE AUTOMOTIVE  
INDUSTRY, AND (3) DEVELOP SKILL IN  
THE USE AND CARE OF TOOLS AND  
EQUIPMENT OF THE AUTOMOTIVE  
INDUSTRY. INCLUDED IN THE 22 TOPICS  
OUTLINED ARE: (1) ENGINE COOLING  
SYSTEMS, (2) ELECTRICAL PRINCIPLES,  
(3) CRANKING MOTORS, (4) IGNITION  
SYSTEMS, (5) CLUTCHES, (6)  
TRANSMISSIONS, (7) SUSPENSION  
SYSTEMS, (8) WHEELS AND TIRES, AND  
(9) BRAKES. EACH TOPIC IS BROKEN  
INTO: (1) ACTIVITIES, SKILLS, AND  
PROCESSES, (2) TECHNICAL FUNCTIONAL  
INFORMATION, (3) RELATED  
INFORMATION, AND (4) INSTRUCTIONAL  
AIDS. AN EVALUATION CHECKLIST IS  
INCLUDED. (GEB)

**VT 014 626**

TURNER, J. HOWARD, AND OTHERS  
SMALL ENGINES: CARE--OPERATION--  
MAINTENANCE--REPAIR. VOLUME 2 OF  
TWO VOLUMES, MAINTENANCE AND  
REPAIR.

AMERICAN ASSOCIATION FOR VOCATIONAL  
INSTRUCTIONAL MATERIALS, ATHENS,  
GA.

OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
AMERICAN ASSOCIATION FOR  
VOCATIONAL, INSTRUCTIONAL  
MATERIALS, ENGINEERING CENTER,  
ATHENS, GEORGIA 30601 (\$9.00)  
PUB DATE - JUN71 204P. 1971  
REVISION.

DESCRIPTORS - \*TEXTBOOKS;  
VOCATIONAL EDUCATION; \*TRADE AND  
INDUSTRIAL EDUCATION; \*POWER  
MECHANICS; \*ENGINES; JUNIOR HIGH  
SCHOOLS; TECHNICAL ILLUSTRATIONS;  
REFERENCE MATERIALS; MAINTENANCE;  
INSTRUCTIONAL MATERIALS; \*AUTO  
MECHANICS (OCCUPATION)

ABSTRACT - DEVELOPED BY EDUCATORS  
AND GOVERNMENT, BUSINESS, AND  
INDUSTRY CONSULTANTS, THIS  
REFERENCE, VOLUME II OF TWO  
VOLUMES, IS FOR STUDENT AND TEACHER  
USE AS PART OF A COURSE ON THE  
MAINTENANCE AND REPAIR OF SMALL  
ENGINES. MAJOR TOPICS INCLUDE: (1)  
MAINTENANCE AND REPAIR OF SMALL  
GASOLINE ENGINES, (2) MAINTAINING  
AND REPAIRING IGNITION SYSTEMS, (3)  
REPAIRING FUEL SYSTEMS, (4)  
REPAIRING GOVERNORS, (5) REPAIRING  
VALVES, (6) REPAIRING CYLINDERS AND  
PISTON-AND-ROD ASSEMBLIES, (7)  
REPAIRING LUBRICATING MECHANISMS IN  
4-CYCLE ENGINES, (8) REPAIRING  
CAMSHAFT ASSEMBLIES IN 4-CYCLE  
ENGINES, AND (9) REPAIRING  
CRANKSHAFT ASSEMBLIES. THIS  
MATERIAL IS DESIGNED FOR USE IN  
JUNIOR HIGH SCHOOL VOCATIONAL  
PROGRAMS, AND REQUIRES A TEACHER  
WITH SOME BASIC BACKGROUND IN THE  
FIELD. EXTENSIVE USE IS MADE OF  
TECHNICAL ILLUSTRATIONS IN COLOR,  
AND THE DOCUMENT INCLUDES AN  
OWNER'S ENGINE INFORMATION FORM AND  
A LIST OF REFERENCES. A RELATED

DOCUMENT, VOLUME I IS AVAILABLE AS  
VT 013 575 (AIM VOL. 5, NO. 1).  
(GEB)

VT 014 627

BUILDING INDUSTRIES OCCUPATIONS. A  
SUGGESTED SYLLABUS OF BASIC  
INSTRUCTION IN THE TRADES OF  
CARPENTRY, MASONRY, PLUMBING,  
HEATING, ELECTRICITY, AIR  
CONDITIONING, AND PAINTING AND  
DECORATING.

NEW YORK STATE EDUCATION DEPT.,  
ALBANY. BUREAU OF SECONDARY  
CURRICULUM DEVELOPMENT.  
MF AVAILABLE IN VT-ERIC SET.  
PUBLICATIONS DISTRIBUTION UNIT, THE  
STATE EDUCATION DEPARTMENT,  
EDUCATION BUILDING ANNEX, ALBANY,  
NEW YORK 12224 (\$ .75)  
PUB DATE - 71 126P.

DESCRIPTORS - \*BUILDING TRADES;  
\*CURRICULUM GUIDES; INSTRUCTIONAL  
MATERIALS; \*RESOURCE MATERIALS;  
\*TRADE AND INDUSTRIAL EDUCATION;  
CARPENTERS; MASONRY; PLUMBING;  
HEATING; ELECTRICITY; AIR  
CONDITIONING; PAINTING;  
\*EDUCATIONAL OBJECTIVES; COURSE  
CONTENT

ABSTRACT - PREPARED BY A CURRICULUM  
COMMITTEE, THIS CURRICULUM GUIDE IS  
DESIGNED FOR USE BY ADMINISTRATORS  
AND TEACHERS OF TRADE EDUCATION IN  
PRESENTING BASIC INSTRUCTION AND  
ENTRY LEVEL SKILLS IN THE TRADES OF  
CARPENTRY, MASONRY, PLUMBING,  
HEATING, ELECTRICITY, AIR  
CONDITIONING, AND PAINTING AND  
DECORATING. THE BUILDING INDUSTRIES  
OCCUPATIONS COURSE IN A 2-YEAR  
PROGRAM OF APPROXIMATELY 160 3-  
PERIOD TEACHING DAYS PER YEAR. THE  
REQUIRED CONTENT IS DESIGNED TO BE  
TAUGHT IN 80 PERCENT OF THE TOTAL  
TIME WITH THE OTHER 20 PERCENT  
ADAPTED TO LOCAL CONDITIONS SUCH AS  
EMPLOYMENT PROSPECTS, STUDENT  
ABILITY AND MOTIVATION, AND  
PHYSICAL PLANT CHARACTERISTICS. THE  
GUIDE IS ORGANIZED IN UNITS BY  
TRADE AREA, AND CONSISTS OF A 3-  
COLUMN FORMAT THAT INCLUDES  
CONTENT, OBJECTIVES, AND  
INFORMATION FOR THE TEACHER. LISTS

OF BOOKS, TRANSPARENCIES,  
FILMSTRIPS, AND SOUND FILMS BY  
TRADE AREA, AND SOURCE ADDRESSES  
ARE APPENDED. (GEB)

VT 014 645 ED 061 413

WRITING PERFORMANCE GOALS: STRATEGY  
AND PROTOTYPES. A MANUAL FOR  
VOCATIONAL AND TECHNICAL EDUCATORS.

OHIO STATE UNIV., COLUMBUS. CENTER  
FOR VOCATIONAL AND TECHNICAL  
EDUCATION.; MCGRAW-HILL BOOK CO.,  
NEW YORK, N.Y. GREGG DIV.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
FDRS PRICE MF-\$0.65 HC-\$6.58.  
GREGG DIVISION, MCGRAW-HILL BOOK  
COMPANY, NEW YORK, NEW YORK  
(PRODUCT CODE # 24640-8, \$3.60 NET)  
PUB DATE - ND 107P.

DESCRIPTORS - \*PERFORMANCE  
CRITERIA; MANUALS; PERFORMANCE;  
STANDARDS; \*EDUCATIONAL  
SPECIFICATIONS; PERFORMANCE  
SPECIFICATIONS; \*EDUCATIONAL  
STRATEGIES; \*MODELS; EDUCATIONAL  
OBJECTIVES; \*BEHAVIORAL OBJECTIVES;  
VOCATIONAL EDUCATION; TECHNICAL  
EDUCATION; GUIDELINES

ABSTRACT - THE RESULT OF A  
COOPERATIVE PROJECT OF THE CENTER  
FOR VOCATIONAL AND TECHNICAL  
EDUCATION AT THE OHIO STATE  
UNIVERSITY AND THE MCGRAW-HILL BOOK  
COMPANY, THIS MANUAL WAS PREPARED  
TO DEVELOP PROTOTYPES OF  
PERFORMANCE GOALS FOR USE BY  
CURRICULUM SPECIALISTS AND  
DEVELOPERS OF INSTRUCTIONAL  
MATERIALS IN VOCATIONAL AND  
TECHNICAL EDUCATION AND TO PROVIDE  
CONCOMITANT GUIDELINES FOR TRAINING  
WRITERS OF PERFORMANCE GOALS. THE  
DOCUMENT CONTAINS TWO SECTIONS,  
WITH THE FIRST PART MAKING UP THE  
MANUAL FOR PREPARING PERFORMANCE  
GOALS AND THE SECOND PROVIDING  
PROTOTYPES OF PERFORMANCE GOALS.  
PART I INCLUDES: (1)  
CHARACTERISTICS OF PERFORMANCE  
GOALS, (2) DEFINITION OF TERMS, (3)  
SOME QUESTIONS ABOUT PERFORMANCE  
GOALS, (4) A SYSTEM FOR WRITING  
PERFORMANCE GOALS, (5) THE NUMBER  
OF PERFORMANCE GOALS TO BE

PREPARED, AND (6) IMPLEMENTATION. PART II PROVIDES PROTOTYPE PERFORMANCE GOALS FOR VARIOUS AREAS OF AGRICULTURAL EDUCATION, BUSINESS AND DISTRIBUTIVE EDUCATION, HEALTH EDUCATION, HOME ECONOMICS EDUCATION, TECHNICAL EDUCATION, AND TRADE AND INDUSTRIAL EDUCATION. NUMEROUS CHARTS ILLUSTRATE THE MANUAL. (AW)

VT 014 650

PARACY, W. HAROLD, AND OTHERS  
ELECTRIC MOTORS--SELECTION,  
PROTECTION, AND DRIVES.

AMERICAN ASSOCIATION FOR VOCATIONAL  
INSTRUCTIONAL MATERIALS, ATHENS,  
GA.

MF AVAILABLE IN VT-ERIC SET.  
AMERICAN ASSOCIATION FOR VOCATIONAL  
INSTRUCTIONAL MATERIALS,  
ENGINEERING CENTER, ATHENS, GEORGIA  
30601 (\$2.60)

PUB DATE - JAN72 53P.

DESCRIPTORS - \*MANUALS; \*TRADE AND  
INDUSTRIAL EDUCATION; \*GUIDES;  
\*ELECTRIC MOTORS; INSTRUCTIONAL  
MATERIALS; \*CONSUMER EDUCATION;  
ELECTRICITY; KINETICS

ABSTRACT - DEVELOPED BY THE  
AMERICAN ASSOCIATION FOR VOCATIONAL  
INSTRUCTIONAL MATERIALS, THIS  
MANUAL IS DESIGNED TO HELP PERSONS  
SELECT THE ELECTRIC MOTOR THAT IS  
BEST SUITED TO DRIVE SPECIFIED  
EQUIPMENT. UNDER THE SELECTION OF  
ELECTRIC MOTORS ATTENTION IS GIVEN  
TO MOTOR SPEED AND DUTY, AND TYPES  
OF BEARINGS, ENCLOSURES AND  
MOUNTING. UNITS ARE PRESENTED ON  
SELECTING MOTOR DRIVES AND  
DETERMINING DRIVE SIZES. AN  
ALPHABETICAL INDEX AND A LIST OF  
COMPANION PUBLICATIONS AND VISUALS  
ARE INCLUDED. EXTENSIVE  
ILLUSTRATIONS ARE PROVIDED BY COLOR  
PICTURES AND LINE DRAWINGS. (GEB)

VT 014 663

VANDERFORD, DALE V.  
PHILOSOPHY AND COURSE OUTLINE FOR  
DISADVANTAGED STUDENTS IN  
VOCATIONAL TRADE AND INDUSTRY.

BELLEVUE PUBLIC SCHOOLS, NEBR.

MF AVAILABLE IN VT-ERIC SET.  
BELLEVUE PUBLIC SCHOOLS, DEPARTMENT  
OF CURRICULUM AND INSTRUCTION, BOX  
458, BELLEVUE, NEBRASKA 68005  
(\$1.50)

PUB DATE - AUG70 19P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL  
EDUCATION; INDUSTRIAL ARTS;  
\*CURRICULUM GUIDES; AUTO MECHANICS;  
METALS; WOODWORKING; MATHEMATICS;  
ENGLISH; \*DISADVANTAGED YOUTH;  
\*EDUCATIONAL PHILOSOPHY;  
OCCUPATIONAL GUIDANCE; COURSE  
CONTENT; OCCUPATIONAL INFORMATION

ABSTRACT - DEVELOPED AS  
RECOMMENDATIONS TO A PLANNING  
COMMITTEE, THIS CURRICULUM GUIDE IS  
DESIGNED TO AID INSTRUCTORS IN  
TEACHING VOCATIONAL TRADE AND  
INDUSTRY TO DISADVANTAGED STUDENTS.  
IT IS SUGGESTED THAT THESE  
ACTIVITIES BE USED WITH RELATIVELY  
SMALL CLASSES IN THE AREAS OF  
INDUSTRIAL ARTS AND VOCATIONAL  
EDUCATION. CONTENTS INCLUDE A  
SUGGESTED OUTLINE FOR TEACHING  
WOODWORKING, AUTO MECHANICS, AND  
METAL WORKING PLUS RECOMMENDATIONS  
TO THE ENGLISH AND MATHEMATICS  
DEPARTMENTS. THE OUTLINES INCLUDE:  
(1) PREREQUISITES, (2) JOB  
OPPORTUNITIES AVAILABLE TO  
STUDENTS, AND (3) SUGGESTED  
ACTIVITIES. A BIBLIOGRAPHY IS  
INCLUDED. (GEB)

VT 014 666

VOCATIONAL YOUTH ORGANIZATIONS IN  
DELAWARE. AN INTEGRAL PART OF  
VOCATIONAL EDUCATION PROGRAMS.

DELAWARE STATE DEPT. OF PUBLIC  
EDUCATION, DOVER.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - APR71 40P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; \*STUDENT ORGANIZATIONS;  
\*TEACHING METHODS; \*COCURRICULAR  
ACTIVITIES; \*YOUTH CLUBS  
IDENTIFIERS - FUTURE FARMERS OF  
AMERICA; FFA; FUTURE HOMEMAKERS OF  
AMERICA; FHA; DISTRIBUTIVE  
EDUCATION CLUBS OF AMERICA; DECA;  
VOCATIONAL INDUSTRIAL CLUBS OF  
AMERICA; VICA; DELAWARE BUSINESS



## CLUBS; DBC

ABSTRACT - YOUTH ORGANIZATIONS IN VOCATIONAL EDUCATION PROVIDE OPPORTUNITIES FOR DEVELOPING A FEELING OF BELONGINGNESS AND PRIDE IN STUDENTS, INTERPRETING VOCATIONAL EDUCATION TO OTHERS, AND IMPROVING THE PUBLIC IMAGE OF VOCATIONAL EDUCATION. THIS PUBLICATION DISCUSSES THE BENEFITS AND ROLE OF STUDENT ORGANIZATIONS AND UTILIZING AND IMPLEMENTING THE ORGANIZATIONS AS A METHOD OF INSTRUCTION. THE BOOKLET ALSO PRESENTS DESCRIPTIONS OF THE FOLLOWING STUDENT ORGANIZATIONS: (1) FUTURE FARMERS OF AMERICA, (2) DISTRIBUTIVE EDUCATION CLUBS OF AMERICA, (3) VOCATIONAL INDUSTRIAL CLUBS OF AMERICA, (4) DELAWARE BUSINESS CLUBS, AND (5) FUTURE HOMEMAKERS OF AMERICA. SOURCES OF ADDITIONAL INFORMATION ARE INCLUDED. (SB)

VT 014 700 ED 059 384  
CURRICULUM GUIDE FOR ELECTRICITY-ELECTRONICS.

OREGON STATE BOARD OF EDUCATION,  
SALEM. DIV. OF COMMUNITY COLLEGES  
AND CAREER EDUCATION.  
DOCUMENT NOT AVAILABLE FROM EDRS.  
OREGON BOARD OF EDUCATION, 942  
LANCASTER DRIVE, NE, SALEM, OREGON  
97310 (\$2.50)  
PUB DATE - SEP69 142P.

DESCRIPTORS - \*ELECTRICITY;  
\*ELECTRONICS; \*CAREER EDUCATION;  
\*CURRICULUM GUIDES; OCCUPATIONAL  
INFORMATION; OCCUPATIONAL GUIDANCE;  
CLUSTER ANALYSIS; \*OCCUPATIONAL  
CLUSTERS; LEARNING ACTIVITIES;  
ELECTRIC CIRCUITS;  
ELECTROMECHANICAL TECHNOLOGY;  
COMMUNICATIONS; ELECTRICAL  
APPLIANCE SERVICEMEN; ELECTRICIANS;  
ELECTRICAL OCCUPATIONS; SAFETY  
EDUCATION; BEHAVIORAL OBJECTIVES;  
REFERENCE MATERIALS

IDENTIFIERS - THE OREGON WAY

ABSTRACT - DEVELOPED THROUGH A COOPERATIVE EFFORT BY INDUSTRY AND EDUCATION, THIS CURRICULUM GUIDE OUTLINES THE BASIC SKILLS AND

KNOWLEDGE NECESSARY FOR ENTRY-LEVEL COMPETENCIES IN THE BROAD FIELD OF ELECTRICITY-ELECTRONICS, OR FOR ENTRANCE INTO AN APPRENTICESHIP, POST-HIGH SCHOOL, OR UNIVERSITY PROGRAM. THIS GUIDE IS ONE OF SEVERAL DEVELOPED FOR OREGON'S NEW APPROACH TO SECONDARY EDUCATION CALLED "THE OREGON WAY." THE PROGRAM IS BASED ON THE ASSUMPTIONS THAT SECONDARY SCHOOLS SHOULD BE PREPARATORY FOR ALL STUDENTS, AND THAT A PREPARATORY PROGRAM TIES THE CURRICULUM TO THE LIVES OF STUDENTS. AS A RESULT OF ANALYZING OVER 350 SEPARATE OCCUPATIONS, FIVE KEY CLUSTERS FOR ELECTRICITY-ELECTRONICS WERE DERIVED: (1) ELECTRONICS ASSEMBLER, (2) ELECTRICAL REPAIRMAN, (3) ELECTRICAL APPLIANCE SERVICEMAN, (4) ELECTRONICS TECHNICIAN, AND (5) ELECTRICIAN. FOLLOWING THE OCCUPATIONAL AND INSTRUCTIONAL DATA AND CURRICULUM SUGGESTIONS, COURSE OUTLINES ARE PROVIDED FOR: (1) CIRCUITRY FUNDAMENTALS, (2) ELECTROMECHANICS, AND (3) COMMUNICATIONS. REQUIRED KNOWLEDGE, BEHAVIORAL OBJECTIVES, AND SUGGESTED LEARNING ACTIVITIES ARE GIVEN FOR EACH UNIT. INFORMATION RELATED TO SAFETY AND MAINTENANCE, AND A LIST OF SUGGESTED EQUIPMENT AND FACILITIES ARE APPENDED. (GEB)

VT 014 701 ED 059 385  
CURRICULUM GUIDE FOR METALS.

OREGON STATE BOARD OF EDUCATION,  
SALEM. DIV. OF COMMUNITY COLLEGES  
AND CAREER EDUCATION.  
DOCUMENT NOT AVAILABLE FROM EDRS.  
OREGON BOARD OF EDUCATION, 942  
LANCASTER DRIVE, NE, SALEM, OREGON  
97310 (\$2.50)  
PUB DATE - SEP69 181P.

DESCRIPTORS - \*METALS; \*CURRICULUM  
GUIDES; \*OCCUPATIONAL INFORMATION;  
\*CAREER EDUCATION; OCCUPATIONAL  
GUIDANCE; INSTRUCTIONAL MATERIALS;  
CLUSTER ANALYSIS; COMMUNICATIONS;  
SHEET METAL WORKERS; AUTO BODY  
REPAIRMEN; MACHINISTS; WELDERS;  
REFERENCE MATERIALS; SAFETY  
EDUCATION; EQUIPMENT; LEARNING  
ACTIVITIES; BEHAVIORAL OBJECTIVES;

**\*OCCUPATIONAL CLUSTERS  
IDENTIFIERS - THE OREGON WAY**

ABSTRACT - DEVELOPED THROUGH A COOPERATIVE EFFORT BY INDUSTRY AND EDUCATION, THIS CURRICULUM GUIDE OUTLINES THE BASIC SKILLS AND KNOWLEDGE NECESSARY FOR ENTRY-LEVEL COMPETENCIES IN THE BROAD FIELD OF METALS, OR FOR ENTRANCE INTO AN APPRENTICESHIP, POST-HIGH SCHOOL, OR UNIVERSITY PROGRAM. THIS GUIDE IS ONE OF SEVERAL DEVELOPED FOR OREGON'S NEW APPROACH TO SECONDARY EDUCATION CALLED "THE OREGON WAY." THE PROGRAM IS BASED ON THE ASSUMPTIONS THAT SECONDARY SCHOOLS SHOULD BE PREPARATORY FOR ALL STUDENTS, AND THAT A PREPARATORY PROGRAM TIES THE CURRICULUM TO THE LIVES OF STUDENTS. AS A RESULT OF ANALYZING 1,023 SEPARATE OCCUPATIONS, FIVE KEY OCCUPATIONAL CLUSTERS FOR METALS WERE DERIVED: (1) FOUNDRY WORKER, (2) SHEET METAL WORKER, (3) AUTO BODY REPAIRMAN, (4) WELDER, AND (5) MACHINIST. FOLLOWING SOME OCCUPATIONAL AND INSTRUCTIONAL DATA AND CURRICULUM SUGGESTIONS, COURSE OUTLINES ARE PROVIDED FOR: (1) HOT METALS, (2) MACHINE PROCESSES, (3) METAL FABRICATION, AND (4) COMMUNICATION. REQUIRED KNOWLEDGE AND SKILLS, BEHAVIORAL OBJECTIVES, AND SUGGESTED LEARNING ACTIVITIES ARE GIVEN FOR EACH UNIT. INFORMATION DATED TO SAFETY AND MAINTENANCE, AND A LIST OF RELATED TOOLS, EQUIPMENT, AND FURNISHINGS ARE APPENDED. (GEB)

**VT 014 766**

COURSE OF STUDY FOR DRAFTING.

JOHN DICKINSON HIGH SCHOOL,  
WILMINGTON, DEL.

MF AVAILABLE IN VT-ERIC SET.  
STANTON SCHOOL DISTRICT, 1800  
LIMESTONE ROAD, WILMINGTON,  
DELAWARE 19804 (\$2.00)  
PUB DATE - ND 33P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*DRAFTING; \*INDUSTRIAL ARTS;  
\*GRAPHIC ARTS; SECONDARY GRADES

ABSTRACT - THIS GUIDE FOR A 4-YEAR

HIGH SCHOOL DRAFTING PROGRAM PROVIDES GENERAL INFORMATION, PROGRAM AIMS AND OBJECTIVES, GUIDELINES FOR STUDENT CONDUCT, TIME ALLOTMENT, AND SUGGESTED FACILITIES AND EQUIPMENT, FOLLOWED BY COURSE OUTLINES FOR DRAFTING 1, 2, 3, AND 4. DRAFTING 1 OUTLINES 13 INSTRUCTIONAL UNITS, LARGELY OF AN EXPLORATORY NATURE AND DEALING WITH THE FUNDAMENTALS OF DRAFTING. THE DRAFTING 2 OUTLINE, CONSISTING OF 10 INSTRUCTIONAL UNITS, IS A CONTINUATION OF THE STUDY OF FUNDAMENTALS OF TECHNICAL DRAWING BUT WITH AN INCREASE IN PROBLEM DIFFICULTY. DRAFTING 3, WITH 7 INSTRUCTIONAL UNITS, IS INTENDED TO PROVIDE THE STUDENT WITH AN OVERALL PICTURE OF SOME OF THE MANY TYPES OF SPECIALIZED DRAFTING. THE UNITS OF INSTRUCTION OF THIS SECTION INCLUDE MULTIVIEW DRAWINGS, DIMENSIONING, SECTIONING, PERSPECTIVES AND DRAWING REPRODUCTIONS. THE FINAL COURSE, WITH FOUR INSTRUCTIONAL UNITS, IS A CONTINUATION OF DRAFTING 3, BUT EMPHASIZES PROBLEMS OF GREATER DIFFICULTY AND ALLOWS THE STUDENT TO EXPLORE IN MORE DETAIL ANY SPECIAL AREAS OF DRAFTING WHICH INTEREST HIM. SOME SAMPLE TESTS AND DRAWINGS ARE INCLUDED. (AW)

**VT 014 791**

CHRISTENSON, DARWIN;POST, BELVA R.  
COURSE OF STUDY FOR BUILDING  
CONSTRUCTION.

EAST HIGH SCHOOL, SALT LAKE CITY,  
UTAH.

MF AVAILABLE IN VT-ERIC SET.  
COORDINATOR, CAREER DEVELOPMENT  
PROGRAM SALT LAKE CITY BOARD OF  
EDUCATION, 440 EAST FIRST SOUTH,  
SALT LAKE CITY, UTAH 84111  
PUB DATE - JUN70 94P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
TEACHING GUIDES; \*TRADE AND  
INDUSTRIAL EDUCATION; INDUSTRIAL  
ARTS; \*BUILDING TRADES;  
\*CONSTRUCTION INDUSTRY;  
CONSTRUCTION (PROCESS); ENTRY  
WORKERS; GRADE 11; GRADE 12;  
\*BEHAVIORAL OBJECTIVES  
IDENTIFIERS - VOCATIONAL INDUSTRIAL

## CLUBS OF AMERICA; VICA

ABSTRACT - PREPARED BY A BUILDING CONSTRUCTION INSTRUCTOR AND A SCHOOL VOCATIONAL COORDINATOR AS PART OF A 3-YEAR PROGRAM DESIGNED TO INCREASE THE COMPREHENSIVENESS OF HIGH SCHOOL VOCATIONAL PROGRAMS IN UTAH, THIS COURSE IS INTENDED PRIMARILY FOR 11TH AND 12TH GRADE STUDENTS WHO HAVE PREVIOUSLY COMPLETED COURSES IN INDUSTRIAL ARTS. EACH OF THE 13 UNITS INCLUDES A RECOMMENDED TIME FOR COVERAGE, A GENERAL CURRICULAR OBJECTIVE, AND SEVERAL MEASURABLE STUDENT BEHAVIORAL (INSTRUCTIONAL) OBJECTIVES, WITH EACH INSTRUCTIONAL OBJECTIVE BROKEN DOWN, IN OUTLINE FORM, TO PROVIDE STUDENT LEARNING ACTIVITIES, LEARNING MATERIALS, TEACHER MANAGEMENT ACTIVITIES, EVALUATIVE PROCEDURES, AND ADDITIONAL ACTIVITIES. TOPICS COVERED INCLUDE: (1) JOB ENTRY REQUIREMENTS AND STATE AND REGIONAL JOB AVAILABILITY, (2) OCCUPATIONAL CHOICE DOCUMENTATION ON APTITUDES AND DESIRES, (3) IDENTIFYING AND READING STRUCTURE BLUEPRINTS, (4) BUILDING CONSTRUCTION REQUIREMENTS, (5) COMPONENT PART LAYOUTS, (6) BUILDING MATERIALS, (7) WORK SAFETY, (8) PROPER USE OF HAND TOOLS AND POWER EQUIPMENT, (9) BASIC ROUGH CONSTRUCTION, (10) BASIC FINISH CONSTRUCTION, (11) ON-THE-JOB AND COOPERATIVE WORK EXPERIENCE, (12) VICA CLUB PARTICIPATION, AND (13) SEQUENCE OF TRAINING AND COURSE REQUIREMENTS FOR JOB ENTRY. SEVERAL CHECK SHEETS AND INSTRUCTIONAL CALENDARS ARE APPENDED. (AW)

VT 014 792

COURSE OF STUDY FOR METAL FABRICATION.

EAST HIGH SCHOOL, SALT LAKE CITY, UTAH.

MF AVAILABLE IN VT-ERIC SET.

COORDINATOR, CAREER DEVELOPMENT PROGRAM SALT LAKE CITY BOARD OF EDUCATION, 440 EAST FIRST SOUTH, SALT LAKE CITY, UTAH 84111

PUB DATE - JUN70 81P.

DESCRIPTORS - \*CURRICULUM GUIDES; TEACHING GUIDES; INDUSTRIAL ARTS; \*VOCATIONAL EDUCATION; \*COOPERATIVE EDUCATION; \*METAL WORKING OCCUPATIONS; SECONDARY GRADES; METALS; \*BEHAVIORAL OBJECTIVES IDENTIFIERS - UTAH

ABSTRACT - THIS COURSE IS PART OF A 3-YEAR COOPERATIVE PILOT PROJECT DESIGNED TO INCREASE THE COMPREHENSIVENESS OF VOCATIONAL TRAINING IN LARGE HIGH SCHOOLS IN UTAH, AND TO CORRELATE THIS TRAINING WITH GENERAL EDUCATION COURSES SUCH AS ENGLISH, MATHEMATICS, AND SCIENCE. EACH OF THE 18 UNITS INCLUDES A GENERAL CURRICULAR OBJECTIVE AND ONE OR MORE MEASURABLE STUDENT BEHAVIORAL (INSTRUCTIONAL) OBJECTIVES, WITH THE INSTRUCTIONAL OBJECTIVES BROKEN DOWN, IN OUTLINE FORM, TO PROVIDE STUDENT LEARNING ACTIVITIES, LEARNING MATERIALS, TEACHER MANAGEMENT ACTIVITIES, EVALUATIVE PROCEDURES, AND ADDITIONAL ACTIVITIES. TOPICS COVERED INCLUDE: (1) SAFETY, (2) SHEET METAL, (3) WROUGHT IRON, (4) BENCH METAL, (5) OXY-ACETYLENE, (6) BRONZE WELDING, (7) OXY-ACETYLENE CUTTING, (8) SETTING UP ARC WELDING EQUIPMENT, (9) FLAT WELDING, (10) HORIZONTAL WELDING, (11) VERTICAL WELDING, (12) OVERHEAD WELDING, (13) GAS SHIELDED ARC WELDING, (14) JOB ENTRY REQUIREMENTS IN REGION AND STATE, (15) DOCUMENTATION OF OCCUPATIONAL CHOICE, (16) ON-THE-JOB AND COOPERATIVE WORK EXPERIENCE, (17) CLUBS, AND (18) TRAINING SEQUENCE AND COURSE REQUIREMENTS FOR JOB ENTRY. SAMPLE CHECK SHEETS AND AN INSTRUCTIONAL CALENDAR ARE APPENDED. (AW)

VT 014 818

CURRICULUM GUIDE FOR VOCATIONAL MACHINE SHOP, GRADE ELEVEN.

CHICAGO BOARD OF EDUCATION, ILL.

MF AVAILABLE IN VT-ERIC SET.

BOARD OF EDUCATION, CITY OF CHICAGO, 228 NORTH LASALLE STREET, CHICAGO, ILLINOIS 60601 (\$3.00)

PUB DATE - 70 150P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*TEACHING GUIDES; \*TRADE AND  
INDUSTRIAL EDUCATION; MACHINISTS;  
\*MACHINE TOOL OPERATORS; \*MACHINE  
TOOLS; SKILLED WORKERS; GRADE 11  
IDENTIFIERS - CHICAGO PUBLIC HIGH  
SCHOOLS

ABSTRACT - DESIGNED TO ACQUAINT  
TEACHERS WITH THE OBJECTIVES OF THE  
VOCATIONAL MACHINE SHOP IN THE  
CHICAGO PUBLIC HIGH SCHOOLS, THIS  
GUIDE SUGGESTS IMPLEMENTING METHODS  
AND TECHNIQUES OF INSTRUCTION FOR  
USE IN THE 11TH GRADE SEGMENT OF  
THE PROGRAM. THE COURSE OUTLINE MAY  
BE USED IN ITS ENTIRETY OR MAY BE  
ADAPTED TO MEET INDIVIDUAL CLASS OR  
STUDENTS NEEDS. UNITS INCLUDING  
BOTH THEORY AND SHOP ASSIGNMENTS  
PROGRESSING FROM SIMPLE TO COMPLEX  
COVER: (1) SHOP ORIENTATION, (2)  
BENCH MACHINE SHOP OPERATIONS, (3)  
POWER HACKSAWS, BANDSAWS, AND  
ABRASIVE CUTOFF MACHINES, (4) BENCH  
AND PEDESTAL GRINDERS, (5) DRILL  
PRESS, (6) LATHE, (7) SHAPER, (8)  
MILLING MACHINE, (9) PRECISION  
GRINDERS, AND (10) HEAT TREATING.  
EACH UNIT PROVIDES UNDERSTANDINGS  
AND SKILLS TO BE LEARNED, CONTENT  
OUTLINE, SUGGESTED LEARNING  
EXPERIENCES, DEVELOPMENTAL  
VOCABULARY, AND RESOURCE MATERIALS.  
WORKING DRAWINGS OF MACHINE TOOLS  
AND EQUIPMENT ARE APPENDED, AND A  
BIBLIOGRAPHY OF BOOKS AND FILMS IS  
ALSO INCLUDED. THE RELATED GUIDE  
FOR GRADE 12 IS AVAILABLE IN THIS  
ISSUE AS VT 014 821. (AW)

VT 014 821

CURRICULUM GUIDE FOR VOCATIONAL  
MACHINE SHOP, GRADE TWELVE.

CHICAGO BOARD OF EDUCATION, ILL  
MF AVAILABLE IN VT-ERIC SET.  
BOARD OF EDUCATION, CITY OF  
CHICAGO, 228 NORTH LASALLE STREET,  
CHICAGO, ILLINOIS 60601 (\$3.50)  
PUB DATE - 71 187P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*TEACHING GUIDES; \*TRADE AND  
INDUSTRIAL EDUCATION; \*MACHINE TOOL  
OPERATORS; \*MACHINE TOOLS;  
MACHINISTS; SKILLED WORKERS; GRADE  
12; METAL WORKING OCCUPATIONS

IDENTIFIERS - CHICAGO PUBLIC HIGH  
SCHOOLS

ABSTRACT - DESIGNED TO ACQUAINT  
TEACHERS WITH THE OBJECTIVES OF THE  
VOCATIONAL MACHINE SHOPS IN THE  
CHICAGO PUBLIC HIGH SCHOOLS, THIS  
GUIDE SUGGESTS IMPLEMENTING METHODS  
AND TECHNIQUES OF INSTRUCTION FOR  
USE IN THE 12TH GRADE SEGMENT OF  
THE PROGRAM. A CONTINUATION OF THE  
11TH GRADE COURSE (AVAILABLE IN  
THIS ISSUE AS VT 014 818), THE  
COURSE OUTLINE MAY BE USED IN ITS  
ENTIRETY OR MAY BE ADAPTED TO MEET  
INDIVIDUAL STUDENT OR CLASS NEEDS.  
UNITS INCLUDING BOTH THEORY AND  
SHOP ASSIGNMENTS PROGRESSING FROM  
SIMPLE TO COMPLEX COVER: (1)  
ADVANCED BENCH OPERATIONS, (2)  
POWER SAW, (3) DRILL PRESS, LATHE,  
AND SHAPER, (4) MILLING AND  
GRINDING, (5) JIGS AND FIXTURES,  
(6) BROACHING, (7) NUMERICAL  
CONTROL TECHNOLOGY, (8) CHEMICAL  
MACHINING, (9) HIGH ENERGY RATE  
FORMING, (10) ELECTROMACHINING  
PROCESSES, (11) CHIPLESS MACHINING,  
LASER BEAM MACHINING, ULTRASONIC  
MACHINING, AND ELECTRON BEAM  
MACHINING, AND (12) POWDERED  
METALLURGY. EACH UNIT PROVIDES  
UNDERSTANDINGS AND SKILLS TO BE  
LEARNED, CONTENT OUTLINE, SUGGESTED  
LEARNING EXPERIENCES, DEVELOPMENTAL  
VOCABULARY, AND RESOURCE MATERIALS.  
WORKING DRAWINGS OF MACHINE TOOLS  
AND EQUIPMENT ARE APPENDED, AND A  
BIBLIOGRAPHY OF BOOKS AND FILMS IS  
ALSO INCLUDED. (AW)

VT 014 892

ED 060 218

BEHAVIORAL OBJECTIVES TRAINING  
PACKAGE.

EVALUATION SERVICE CENTER FOR  
OCCUPATIONAL EDUCATION, AMHERST,  
MASS.; NEW YORK STATE EDUCATION  
DEPT., ALBANY.; MASSACHUSETTS STATE  
BOARD OF EDUCATION, BOSTON.  
EDRS PRICE MF-\$0.65 HC-\$6.58.  
PUB DATE - NOV71 128P.

DESCRIPTORS - \*BEHAVIORAL  
OBJECTIVES; EDUCATIONAL OBJECTIVES;  
\*VOCATIONAL EDUCATION; \*FEEDBACK;  
\*EVALUATION TECHNIQUES; \*MANUALS;  
CURRICULUM EVALUATION; CURRICULUM

DEVELOPMENT; TRANSPARENCIES  
IDENTIFIERS - \*EVALUATION SERVICE  
CENTER FOR OCCUPATIONAL EDUCATION;  
ESCOF

ABSTRACT - INTENDED FOR EDUCATORS INTERESTED IN AND COMMITTED TO AN INFORMATION FEEDBACK/EVALUATION SYSTEM, THIS 3-PART TRAINING PACKAGE CONTAINS INFORMATION PERTAINING TO THE EVALUATION SERVICE CENTER FOR OCCUPATIONAL EDUCATION (ESCOE) AND WHAT IT HAS TO OFFER BY WAY OF BEHAVIORAL OBJECTIVES, CURRICULUM IMPROVEMENT, AND FEEDBACK SERVICES. PART 1 CONTAINS BACKGROUND INFORMATION AND EXERCISES FOR LEARNING HOW TO WRITE AND USE BEHAVIORAL OBJECTIVES. PART 2 OFFERS AN OVERVIEW OF THE SERVICES PROVIDED BY THE ESCOE, INCLUDING EXAMPLES OF OBJECTIVES RECEIVED AND PROCESSED BY ESCOE AND FEEDBACK VIA COMPUTER PRINT-OUTS TO PARTICIPATING LOCAL EDUCATIONAL AGENCIES. PART 3 CONTAINS USEFUL STRATEGIES, SUGGESTIONS, AND TRAINING TECHNIQUES INTENDED TO HELP THOSE WHO ARE INTERESTED IN LEARNING HOW TO WRITE AND USE BEHAVIORAL OBJECTIVES IN THEIR INSTRUCTION AS WELL AS THOSE WHO PLAN TO TRAIN OTHERS IN THE FIELD. (SB)

VT 014 894

HANDBOOK FOR ADMINISTRATORS AND COORDINATORS OF COOPERATIVE VOCATIONAL EDUCATION.

WEST VIRGINIA RESEARCH COORDINATING UNIT FOR VOCATIONAL EDUCATION, HUNTINGTON.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 139P.

DESCRIPTORS - \*ADMINISTRATOR GUIDES; \*COOPERATIVE EDUCATION; \*VOCATIONAL EDUCATION; \*PROGRAM PLANNING; \*COOPERATIVE PROGRAMS; SECONDARY GRADES; MANUALS; PROGRAM GUIDES; ADVISORY COMMITTEES

ABSTRACT - THIS HANDBOOK WAS PREPARED TO AID SCHOOL ADMINISTRATORS AND TEACHER-COORDINATORS IN THE PLANNING AND OPERATION OF COOPERATIVE VOCATIONAL

EDUCATION PROGRAM. CONTENTS PROVIDE GENERAL INFORMATION ON COOPERATIVE VOCATIONAL EDUCATION, FOLLOWED BY: (1) PLANNING ACTIVITIES SUCH AS STUDENT AND COMMUNITY SURVEYS, (2) COORDINATION ACTIVITIES, INCLUDING UTILIZATION OF THE ADVISORY COMMITTEE, ORGANIZING TRAINING STATIONS, DEVELOPING TRAINING AGREEMENTS AND TRAINING PLANS, SELECTING AND SCHEDULING STUDENTS, AND EVALUATION, (3) DEVELOPMENT OF RELATED INSTRUCTION, (4) LEGAL ASPECTS, (5) SELECTED REFERENCES, AND (6) A GLOSSARY OF TERMS. SUGGESTED FORMS, A COORDINATION PLAN, AND A SECTION OF THE STATE PLAN FOR VOCATIONAL EDUCATION ARE APPENDED. (AW)

VT 014 896

EWEN, DALE, AND OTHERS  
TECHNICAL PHYSICS.

PARKLAND COMMUNITY COLL.,  
CHAMPAIGN, ILL.

MF AVAILABLE IN VT-ERIC SET.  
DALE EWEN, PARKLAND COLLEGE, 2 MAIN STREET, CHAMPAIGN, ILL. 61820  
(\$4.50 FOR TEXT--1 LAB MANUAL)  
PUB DATE - 71 460P.

DESCRIPTORS - \*STUDY GUIDES;  
\*TEXTBOOKS; MATHEMATICS; \*PHYSICS;  
TECHNICAL EDUCATION; \*INDUSTRIAL  
EDUCATION; ELECTRICITY; ENGINES;  
SECONDARY EDUCATION

ABSTRACT - DEVELOPED IN COOPERATION WITH THE ILLINOIS BOARD OF VOCATIONAL EDUCATION AND REHABILITATION AND WITH TECHNICAL HELP FROM PARKLAND COMMUNITY COLLEGE, THIS TEXT AND STUDY GUIDE IS DESIGNED TO EMPHASIZE PHYSICS CONCEPTS AS THEY APPLY TO THE INDUSTRIAL AND TECHNICAL FIELDS. WRITTEN AT A LANGUAGE AND MATHEMATICS LEVEL THAT IS REALISTIC FOR MOST STUDENTS IN VOCATIONAL-TECHNICAL PROGRAMS, THE MATERIAL COVERED CALLS FOR A PREREQUISITE YEAR OF HIGH SCHOOL ALGEBRA OR COMPLETION OF THE TECHNICAL MATHEMATICS PROGRAM. THE TEXT INCLUDES 29 CHAPTERS DEALING WITH: (1) MEASUREMENTS OF AREAS, MATTER, AND FOCUS, (2) LAWS OF PHYSICS AND



MATHEMATICS, (3) PRINCIPLES OF SIMPLE MACHINES, AND (4) AN INTRODUCTION TO THE PROPERTIES AND USES OF ELECTRICITY. AN APPENDIX CONTAINS DETAILED INSTRUCTION IN THE USE OF A SLIDE RULE AND TABLES OF WEIGHTS AND MEASURES. PROFUSE LINE DRAWINGS PROVIDE WORKING ILLUSTRATIONS THROUGHOUT THE TEXT. A TEACHER'S GUIDE AND A LABORATORY MANUAL ARE AVAILABLE IN THIS ISSUE AS VT 014 898 AND VT 014 899 RESPECTIVELY. (MU)

#### VT 014 898

EWEN, DALE, AND OTHERS  
TECHNICAL PHYSICS, TEACHER'S GUIDE.

PARKLAND COMMUNITY COLL.,  
CHAMPAIGN, ILL.  
MF AVAILABLE IN VT-ERIC SET.  
DALE EWEN, PARKLAND COLLEGE, 2 MAIN  
STREET, CHAMPAIGN, ILL. 61820  
(INCLUDED WITH ORDER OF 15 OR MORE  
TEXTS; SEE VT 014 896)  
PUB DATE - 71 31P.

DESCRIPTORS - \*TEACHING GUIDES;  
\*PHYSICS; \*LABORATORY PROCEDURES;  
\*VOCATIONAL EDUCATION; TECHNICAL  
EDUCATION; PHYSICAL SCIENCES;  
TEACHER ATTITUDES; ANSWER KEYS;  
SECONDARY GRADES; COMMUNITY  
COLLEGES

ABSTRACT - DESIGNED TO BE USED WITH THE TEXT, "TECHNICAL PHYSICS," AND THE ACCOMPANYING LABORATORY MANUAL, THIS TEACHER'S GUIDE PROVIDES A CHAPTER-BY-CHAPTER DIRECTION OF CLASSROOM ACTIVITIES AND SUGGESTIONS FOR EFFECTIVE TEACHER ATTITUDES IN DEVELOPING A PHYSICS PROGRAM FOR VOCATIONAL TECHNICAL STUDENTS. WITHIN EACH CHAPTER OF A TEXT COMMENTARY ARE TEACHING SUGGESTIONS, NUMBER-KEYED TO THE TEXT, WHICH INCLUDE REASONS FOR THE CONCEPTS FOUND IN THE TEXT AND THE PURPOSES THEY SERVE IN THE AIMS OF THE COURSE. SUGGESTED FILMS ARE LISTED BY TITLE GIVING CATALOG NUMBER, LENGTH OF FILM TIME, AND RENTAL COSTS. LISTS OF SUGGESTED EQUIPMENT AND ANSWERS TO PROBLEMS FROM BOTH THE TEXT AND MANUAL ARE PROVIDED. THE TEXTBOOK AND LABORATORY MANUAL ARE AVAILABLE IN

THIS ISSUE AS VT 014 896 AND VT 014 899. (MU)

#### VT 014 899

EWEN, DALE, AND OTHERS  
TECHNICAL PHYSICS, LABORATORY.

PARKLAND COMMUNITY COLL.,  
CHAMPAIGN, ILL.  
MF AVAILABLE IN VT-ERIC SET.  
DALE EWEN, PARKLAND COLLEGE, 2 MAIN  
STREET, CHAMPAIGN, ILL. 61820  
(\$4.50 FOR TEXT AND LAB MANUAL)  
PUB DATE - 71 193P.

DESCRIPTORS - \*LABORATORY MANUALS;  
\*LABORATORY PROCEDURES; LABORATORY  
TECHNIQUES; \*PHYSICS; \*LABORATORY  
EXPERIMENTS; LABORATORY EQUIPMENT;  
SECONDARY GRADES; COMMUNITY  
COLLEGES; \*VOCATIONAL EDUCATION

ABSTRACT - THIS LABORATORY MANUAL IS FOR STUDENT USE WITH THE TEXT, "TECHNICAL PHYSICS," WHICH IS DESIGNED FOR VOCATIONAL TECHNICAL PROGRAMS IN HIGH SCHOOLS AND COMMUNITY COLLEGES. THIRTY-EIGHT LESSONS COVER THE TOOLS USED, THE PRINCIPLES AND LAWS INVOLVED, AND THE CONDUCT OF LABORATORY EXPERIMENTS IN THE PHYSICS COURSE OF STUDY. THE TEXTBOOK AND TEACHER'S GUIDE ARE AVAILABLE IN THIS ISSUE AS VT 014 896 AND VT 014 898. (MU)

#### VT 014 929

DUPLANTIS, ERNEST P.  
CLIMATE CONTROL--SECONDARY SCHOOL  
COURSE GUIDE.

RUTGERS, THE STATE UNIV., NEW  
BRUNSWICK, N.J. CURRICULUM LAB.  
NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION  
MF AVAILABLE IN VT-ERIC SET.  
VOCATIONAL-TECHNICAL CURRICULUM  
LAB., RUTGERS UNIV., 4103 BUILDING,  
KILMER CAMPUS, NEW BRUNSWICK, NEW  
JERSEY 08903 (\$1.50)  
PUB DATE - MAR72 244P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL  
EDUCATION; \*AIR CONDITIONING;  
REFRIGERATION; \*TEACHING GUIDES;  
AIR FLOW; LEARNING ACTIVITIES;

## REFRIGERATION MECHANICS; SECONDARY GRADES

ABSTRACT - DEVELOPED BY HIGH SCHOOL TEACHERS, THIS TEACHING GUIDE IS FOR A 2-YEAR HIGH SCHOOL PROGRAM IN AIR CONDITIONING. MAJOR SECTIONS ARE: (1) BASIC ELECTRICITY, (2) REFRIGERATION, (3) COMMERCIAL REFRIGERATION, (4) YEAR ROUND AIR CONDITIONING, (5) AIR DISTRIBUTION, (6) CONTROLS, (7) TROUBLE SHOOTING, AND (8) CUSTOMER RELATIONS. THE UNITS IN EACH SECTION CONTAIN OBJECTIVES, SUGGESTED TOOLS AND MATERIALS, UNIT OUTLINES, AND SUGGESTED LABORATORY SHOP, AND STUDENT ACTIVITIES. (JAS)

VT 014 932 ED 061 425  
COOPERATIVE EDUCATION GENERAL  
RELATED INSTRUCTIONAL UNITS.

ARIZONA STATE DEPT. OF VOCATIONAL  
EDUCATION, PHOENIX.  
EDRS PRICE MF-30.65 HC-34.55.  
PUB DATE - JUN70 162P  
1970 REVISION.

DESCRIPTORS - \*STUDY GUIDES;  
\*INSTRUCTIONAL MATERIALS; RESOURCE  
MATERIALS; \*COOPERATIVE EDUCATION;  
YOUTH CLUBS; CAREER PLANNING;  
\*VOCATIONAL ADJUSTMENT; HUMAN  
RELATIONS; WORKBOOKS  
IDENTIFIERS - VOCATIONAL INDUSTRIAL  
CLUBS OF AMERICA; NICA; FUTURE  
HOMEMAKERS OF AMERICA; FHA;  
DISTRIBUTIVE EDUCATION CLUBS OF  
AMERICA; DECA; FUTURE FARMERS OF  
AMERICA; FFA

ABSTRACT - RESULTING FROM THE  
EFFORTS OF TEACHER-COORDINATORS IN  
A 3-WEEK WORKSHOP, THIS STUDY GUIDE  
WAS DESIGNED TO HELP STUDENT-  
TRAINEES ADJUST TO THE MANY FACTORS  
OF THE WORLD OF WORK, INCLUDING  
MATERIAL USEFUL IN A GENERAL  
RELATED CLASS. THE STUDY GUIDE IS  
ARRANGED IN THE FOLLOWING 10 UNITS;  
(1) INTRODUCTION TO CO-OPERATIVE  
EDUCATION, (2) YOUTH CLUBS AND  
PARLIAMENTARY PROCEDURE, (3) HUMAN  
RELATIONS, (4) THE RELATIONSHIP  
BETWEEN HEALTH, SAFETY, AND LABOR  
LAWS, (5) MANAGING YOUR PERSONAL  
FINANCES, (6) BUSINESS

ORGANIZATION, (7) LABOR-MANAGEMENT,  
(8) CHOOSING A CAREER, (9) SEEKING  
EMPLOYMENT, AND (10) STATE  
COMPENSATION FUND. ALSO, THE STUDY  
GUIDE IS ORGANIZED TO ALLOW THE  
TEACHER TO USE THE UNITS IN ANY  
ORDER HE CHOOSES. ASSIGNMENT SHEETS  
ARE PROVIDED FOR EACH UNIT. (JS)

VT 014 935  
HULLIN, LEROY T.  
EXPLORATORY DRAFTING--AUTO  
MECHANICS.

RUTGERS, THE UNIV., NEW  
BRUNSWICK, N. J. CURRICULUM LAB.  
NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION  
MF AVAILABLE IN VT-ERIC SET.  
VOCATIONAL-TECHNICAL CURRICULUM  
LAB., RUTGERS UNIV., 4103 BUILDING,  
KILMER CAMPUS, NEW BRUNSWICK, NEW  
JERSEY 08903 (\$1.75)  
PUB DATE - JUL70 91P.

DESCRIPTORS - \*STUDY GUIDES;  
\*INDUSTRIAL ARTS; VOCATIONAL  
EDUCATION; \*DRAFTING; GRADE 9;  
\*AUTO MECHANICS; AUTO MECHANICS  
(OCCUPATION); \*MECHANICS (PROCESS);  
POWER MECHANICS

ABSTRACT - DESIGNED BY SUBJECT  
MATTER SPECIALISTS AND DRAFTING  
INSTRUCTORS AS PART OF AN  
EXPLORATORY VOCATIONAL HIGH SCHOOL  
PROGRAM, THIS GUIDE IS INTENDED TO  
INTRODUCE DRAFTING TO NINTH-GRADE  
STUDENTS PLANNING TO SPECIALIZE IN  
THE SHOP AREA OF AUTO MECHANICS.  
CONTENTS INCLUDE THREE UNITS,  
COVERING: (1) USE OF BASIC DRAFTING  
TOOLS, WITH FOUR LESSONS, (2) BASIC  
BLUEPRINT READING, WITH FOUR  
LESSONS, AND (3) DRAFTING FOR THE  
AUTO MECHANIC STUDENT, WITH FOUR  
LESSONS. EACH LESSON PROVIDES  
OBJECTIVES, RELATED INFORMATION,  
AND STEP-BY-STEP PROCEDURES FOR  
ACCOMPLISHING A BASIC DRAFTING  
PROJECT. THE GUIDE IS ILLUSTRATED  
WITH NUMEROUS DRAWINGS, DIAGRAMS,  
AND FIGURES. THE COURSE INSTRUCTOR  
SHOULD HAVE DRAFTING  
SPECIALIZATION. (AW)

VT 014 936

HULLIN, LEROY T.  
EXPLORATORY DRAFTING--MASONRY.

RUTGERS, THE STATE UNIV., NEW  
BRUNSWICK, N.J. CURRICULUM LAB.  
NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION  
MF AVAILABLE IN VT-ERIC SET.  
VOCATIONAL-TECHNICAL CURRICULUM  
LAB., RUTGERS UNIV., 4103 BUILDING,  
KILMER CAMPUS, NEW BRUNSWICK, NEW  
JERSEY 08903 (\$1.75)  
PUB DATE - JUL71 105P.

DESCRIPTORS - \*STUDY GUIDES;  
\*INDUSTRIAL ARTS; \*DRAFTING;  
BLUEPRINTS; GRADE 9; \*VOCATIONAL  
EDUCATION; \*MASONRY

ABSTRACT - DESIGNED BY SUBJECT  
MATTER SPECIALISTS AND DRAFTING  
INSTRUCTORS AS PART OF AN  
EXPLORATORY VOCATIONAL HIGH SCHOOL  
PROGRAM, THIS GUIDE IS INTENDED TO  
INTRODUCE DRAFTING TO NINTH-GRADE  
STUDENTS PLANNING TO SPECIALIZE IN  
THE SHOP AREA OF MASONRY. CONTENTS  
INCLUDE THREE UNITS, COVERING: (1)  
USE OF BASIC DRAFTING TOOLS, WITH  
FOUR LESSONS, (2) BASIC BLUEPRINT  
READING, WITH FOUR LESSONS, AND (3)  
DRAFTING FOR THE MASONRY STUDENT,  
WITH FIVE LESSONS. EACH LESSON  
PROVIDES OBJECTIVES, RELATED  
INFORMATION, AND STEP-BY-STEP  
PROCEDURES FOR ACCOMPLISHING A  
BASIC DRAFTING PROJECT. THE GUIDE  
IS ILLUSTRATED WITH NUMEROUS  
DRAWINGS, DIAGRAMS, AND FIGURES.  
THE COURSE INSTRUCTOR SHOULD HAVE  
DRAFTING SPECIALIZATION. (AW)

VT 014 937  
HULLIN, LEROY T.  
EXPLORATORY DRAFTING--SHEET METAL.

RUTGERS, THE STATE UNIV., NEW  
BRUNSWICK, N.J. CURRICULUM LAB.  
NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION  
MF AVAILABLE IN VT-ERIC SET.  
VOCATIONAL-TECHNICAL CURRICULUM  
LAB., RUTGERS UNIV., 4103 BUILDING,  
KILMER CAMPUS, NEW BRUNSWICK, NEW  
JERSEY 08903 (\$1.75)  
PUB DATE - MAR71 95P.

DESCRIPTORS - \*STUDY GUIDES;  
\*INDUSTRIAL ARTS; \*VOCATIONAL  
EDUCATION; \*DRAFTING; \*SHEET METAL  
WORKERS; GRADE 9; SHEET METAL WORK;  
METAL WORKING OCCUPATIONS

ABSTRACT - DESIGNED BY SUBJECT  
MATTER SPECIALISTS AND DRAFTING  
INSTRUCTORS AS PART OF AN  
EXPLORATORY VOCATIONAL HIGH SCHOOL  
PROGRAM, THIS GUIDE IS INTENDED TO  
INTRODUCE DRAFTING TO NINTH-GRADE  
STUDENTS PLANNING TO SPECIALIZE IN  
THE SHOP AREA OF SHEET METAL.  
CONTENTS INCLUDE THREE UNITS,  
COVERING: (1) USE OF BASIC DRAFTING  
TOOLS, WITH FOUR LESSONS, (2) BASIC  
BLUEPRINT READING, WITH FOUR  
LESSONS, AND (3) BASIC SHEET METAL  
DRAFTING, WITH FIVE LESSONS. EACH  
LESSON PROVIDES OBJECTIVES, RELATED  
INFORMATION, AND STEP-BY-STEP  
PROCEDURES FOR ACCOMPLISHING A  
BASIC DRAFTING PROJECT. THE GUIDE  
IS ILLUSTRATED WITH NUMEROUS  
DRAWINGS, DIAGRAMS, AND FIGURES.  
THE COURSE INSTRUCTOR SHOULD HAVE  
DRAFTING SPECIALIZATION. (AW)

VT 014 938  
HULLIN, LEROY T.  
EXPLORATORY DRAFTING--MACHINE SHOP.

RUTGERS, THE STATE UNIV., NEW  
BRUNSWICK, N.J. CURRICULUM LAB.  
NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION  
MF AVAILABLE IN VT-ERIC SET.  
VOCATIONAL-TECHNICAL CURRICULUM  
LAB., RUTGERS UNIV., 4103 BUILDING,  
KILMER CAMPUS, NEW BRUNSWICK, NEW  
JERSEY 08903 (\$1.75)  
PUB DATE - JUL71 91P.

DESCRIPTORS - \*STUDY GUIDES;  
\*INDUSTRIAL ARTS; VOCATIONAL  
EDUCATION; \*DRAFTING; GRADE 9;  
\*MACHINISTS; \*MACHINE TOOL  
OPERATORS; MECHANICS (PROCESS);  
METAL WORKING OCCUPATIONS

ABSTRACT - DESIGNED BY SUBJECT  
MATTER SPECIALISTS AND DRAFTING  
INSTRUCTORS AS PART OF AN  
EXPLORATORY VOCATIONAL HIGH SCHOOL  
PROGRAM, THIS GUIDE IS INTENDED TO

INTRODUCE DRAFTING TO NINTH-GRADE STUDENTS PLANNING TO SPECIALIZE IN THE AREA OF MACHINE SHOP. CONTENTS INCLUDE THREE UNITS, COVERING: (1) USE OF BASIC DRAFTING TOOLS, WITH FOUR LESSONS, (2) BASIC BLUEPRINT READING, WITH FOUR LESSONS, AND (3) DRAFTING FOR THE MACHINE SHOP STUDENT, WITH FIVE LESSONS. EACH LESSON PROVIDES OBJECTIVES, RELATED INFORMATION, AND STEP-BY-STEP PROCEDURES FOR ACCOMPLISHING A BASIC DRAFTING PROJECT. THE GUIDE IS ILLUSTRATED WITH NUMEROUS DRAWINGS, DIAGRAMS, AND FIGURES. THE COURSE INSTRUCTOR SHOULD HAVE DRAFTING SPECIALIZATION. (AW)

## VT 014 940

HULLIN, LEROY T.  
EXPLORATORY DRAFTING--PRINTING.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.  
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION  
MF AVAILABLE IN VT-ERIC SET.  
VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS UNIVERSITY, 4103 BUILDING, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 (\$1.75)  
PUB DATE - JUL71 94P.

DESCRIPTORS - \*INDUSTRIAL ARTS; BLUEPRINTS; \*PRINTING; \*LABORATORY MANUALS; GRADE 9; TECHNICAL ILLUSTRATION; SCHOOL SHOPS; VOCATIONAL EDUCATION

ABSTRACT - DESIGNED BY SUBJECT MATTER SPECIALISTS AND DRAFTING INSTRUCTORS, THIS PUBLICATION IS INTENDED FOR USE AT THE NINTH GRADE LEVEL TO INTRODUCE BEGINNING VOCATIONAL STUDENTS TO DRAFTING. UNITS ARE: (1) HOW TO USE BASIC DRAFTING TOOLS, WITH LESSONS ON THE DRAFTING PENCIL, PAPER, T-SQUARE, TRIANGLE, TRIANGULAR SCALE, AND COMPASS, (2) BASIC BLUEPRINT READING, WITH LESSONS ON WEIGHTS OF LINES, DRAWING PLACEMENT, AND DIMENSIONS, AND (3) DRAFTING FOR THE PRINT SHOP STUDENT, WITH LESSONS ON LETTERING STYLES, PROFESSIONAL CARDS, LETTERHEAD DESIGN, CENTER OF BALANCE, PAPER

SIZE, AND BORDER DESIGN. ARRANGED IN A STEP-BY-STEP FORMAT EACH ILLUSTRATED LESSON CONTAINS AN OBJECTIVE, RELATED INFORMATION, AND STEPS TO ACHIEVE THE OBJECTIVE. (SB)

## VT 014 942

HULLIN, LEROY T.  
EXPLORATORY DRAFTING--COMMERCIAL ART.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.  
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION  
MF AVAILABLE IN VT-ERIC SET.  
VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS UNIVERSITY, 4103 BUILDING, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 (\$1.75)  
PUB DATE - JUL71 103P.

DESCRIPTORS - \*DRAFTING; \*INDUSTRIAL ARTS; BLUEPRINTS; \*LABORATORY MANUALS; \*COMMERCIAL ART; TECHNICAL ILLUSTRATION; SCHOOL SHOPS; GRADE 9

ABSTRACT - DESIGNED BY SUBJECT MATTER SPECIALISTS, THIS PUBLICATION IS INTENDED FOR USE AT THE NINTH GRADE LEVEL TO INTRODUCE BEGINNING VOCATIONAL STUDENTS TO DRAFTING FOR COMMERCIAL ARTS. UNITS ARE: (1) HOW TO USE BASIC DRAFTING TOOLS, WITH LESSONS ON THE DRAFTING PENCIL, PAPER, T-SQUARE, TRIANGLE, TRIANGULAR SCALE, AND COMPASS, (2) BASIC BLUEPRINT READING, WITH LESSONS ON WEIGHTS OF LINES, DRAWING PLACEMENT, AND DIMENSIONS, AND (3) DRAFTING FOR COMMERCIAL ART, WITH LESSONS ON ORTHOGRAPHIC AND ISOMETRIC DRAWING, FREEHAND SKETCHING, SHADING, AND SECTIONAL VIEW. ARRANGED IN A STEP-BY-STEP FORMAT, EACH ILLUSTRATED LESSON CONTAINS AN OBJECTIVE, RELATED INFORMATION, AND STEPS TO ACHIEVE THE OBJECTIVE. (SB)

## VT 014 943

HULLIN, LEROY T.  
EXPLORATORY DRAFTING--ELECTRONICS.

RUTGERS, THE STATE UNIV., NEW

BRUNSWICK, N.J. CURRICULUM LAB.  
 NEW JERSEY STATE DEPT. OF  
 EDUCATION, TRENTON. DIV. OF  
 VOCATIONAL EDUCATION  
 MF AVAILABLE IN VT-ERIC SET.  
 VOCATIONAL-TECHNICAL CURRICULUM  
 LABORATORY, RUTGERS UNIVERSITY,  
 4103 BUILDING, KILMER CAMPUS, NEW  
 BRUNSWICK, NEW JERSEY 08903 (\$1.75)  
 PUB DATE - JUL71 92P.

DESCRIPTORS - \*DRAFTING;  
 \*ELECTRONICS; \*INDUSTRIAL ARTS;  
 SCHOOL SHOPS; \*LABORATORY MANUALS;  
 BLUEPRINTS; TECHNICAL ILLUSTRATION;  
 GRADE 9; VOCATIONAL EDUCATION

ABSTRACT - DESIGNED BY SUBJECT  
 MATTER SPECIALIST, THIS MANUAL IS  
 INTENDED FOR USE AT THE NINTH GRADE  
 LEVEL TO INTRODUCE BEGINNING  
 VOCATIONAL STUDENTS TO ELECTRONIC  
 DRAFTING. UNITS ARE: (1) HOW TO USE  
 BASIC DRAFTING TOOLS, WITH LESSONS  
 ON THE DRAFTING PENCIL, PAPER, T-  
 SQUARE, TRIANGLE, TRIANGULAR SCALE,  
 AND COMPASS, (2) BASIC BLUEPRINT  
 READING, WITH LESSONS ON WEIGHTS,  
 DRAWING PLACEMENT, AND DIMENSIONS,  
 AND (3) ELECTRONIC DRAFTING, WITH  
 LESSONS ON ELECTRONIC SYMBOLS,  
 SERIES AND PARALLEL CIRCUIT, BLACK  
 AND SCHEMATIC DIAGRAM, AND BASIC  
 PRINTED CIRCUITS. ARRANGED IN A  
 STEP-BY-STEP FORMAT, EACH  
 ILLUSTRATED LESSON CONTAINS AN  
 OBJECTIVE, RELATED INFORMATION, AND  
 STEPS REQUIRED TO ACHIEVE THE  
 OBJECTIVE. (SB)

VT 014 944  
 HULLIN, LEROY T.  
 EXPLORATORY DRAFTING--CARPENTRY.

RUTGERS, THE STATE UNIV., NEW  
 BRUNSWICK, N.J. CURRICULUM LAB.  
 NEW JERSEY STATE DEPT. OF  
 EDUCATION, TRENTON. DIV. OF  
 VOCATIONAL EDUCATION  
 MF AVAILABLE IN VT-ERIC SET.  
 VOCATIONAL-TECHNICAL CURRICULUM  
 LABORATORY, RUTGERS UNIVERSITY,  
 4103 BUILDING, KILMER CAMPUS, NEW  
 BRUNSWICK, NEW JERSEY 08903 (\$1.75)  
 PUB DATE - JUL71 93P.

DESCRIPTORS - \*DRAFTING;  
 \*CARPENTERS; \*INDUSTRIAL ARTS;

SCHOOL SHOPS; GRADE 9; \*LABORATORY  
 MANUALS; BLUEPRINTS; TECHNICAL  
 ILLUSTRATION; VOCATIONAL EDUCATION

ABSTRACT - DESIGNED BY SUBJECT  
 MATTER SPECIALISTS, THIS MANUAL IS  
 INTENDED FOR USE AT THE NINTH GRADE  
 LEVEL TO INTRODUCE BEGINNING  
 VOCATIONAL STUDENTS TO CARPENTRY  
 DRAFTING. UNITS ARE: (1) HOW TO USE  
 BASIC DRAFTING TOOLS, WITH LESSONS  
 ON THE DRAFTING PENCIL, PAPER, T-  
 SQUARE, TRIANGLE, TRIANGULAR SCALE,  
 AND COMPASS, (2) BASIC BLUEPRINT  
 READING, WITH LESSONS ON WEIGHTS OF  
 LINES, DRAWING PLACEMENT, AND  
 DIMENSIONS, AND (3) CARPENTRY  
 DRAFTING, WITH LESSONS ON  
 TRIANGULAR SCALE, ELEVATION AND  
 PLAN VIEWS, STRUCTURAL MEMBERS,  
 STYLES OF ROOFS, AND ROOF PITCH.  
 ARRANGED IN A STEP-BY-STEP FORMAT,  
 EACH ILLUSTRATED UNIT CONTAINS AN  
 OBJECTIVE, RELATED INFORMATION, AND  
 STEPS TO ACCOMPLISH THE OBJECTIVE.  
 (SB)

VT 014 945  
 HULLIN, LEROY T.  
 EXPLORATORY DRAFTING--AUTO BODY  
 REPAIR.

RUTGERS, THE STATE UNIV., NEW  
 BRUNSWICK, N.J. CURRICULUM LAB.  
 NEW JERSEY STATE DEPT. OF  
 EDUCATION, TRENTON. DIV. OF  
 VOCATIONAL EDUCATION  
 MF AVAILABLE IN VT-ERIC SET.  
 VOCATIONAL-TECHNICAL CURRICULUM  
 LABORATORY, RUTGERS UNIVERSITY,  
 4103 BUILDING, KILMER CAMPUS, NEW  
 BRUNSWICK, NEW JERSEY 08903 (\$1.75)  
 PUB DATE - JUL71 94P.

DESCRIPTORS - \*DRAFTING; \*AUTO BODY  
 REPAIRMAN; \*INDUSTRIAL ARTS; SCHOOL  
 SHOPS; \*LABORATORY MANUALS;  
 BLUEPRINTS; TECHNICAL ILLUSTRATION

ABSTRACT - DESIGNED BY SUBJECT  
 MATTER SPECIALISTS, THIS MANUAL IS  
 INTENDED FOR USE AT THE NINTH GRADE  
 LEVEL TO INTRODUCE BEGINNING  
 VOCATIONAL STUDENTS TO DRAFTING FOR  
 AUTO BODY REPAIR. UNITS ARE: (1)  
 HOW TO USE BASIC DRAFTING TOOLS,  
 WITH LESSONS ON THE DRAFTING  
 PENCIL, PAPER, T-SQUARE, TRIANGLE,



TRIANGULAR SCALE, AND COMPASS, (2) BASIC BLUEPRINT READING, WITH LESSONS ON WEIGHTS OF LINES, DRAWING PLACEMENT, AND DIMENSIONS, AND (3) DRAFTING FOR AUTO BODY REPAIRMAN. EACH UNIT ON WELDED JOINTS, FREE CURVES, BODY PANEL, AND SPRAY PAINTING. ARRANGED IN A STEP-BY-STEP FORMAT, EACH ILLUSTRATED LESSON CONTAINS AN OBJECTIVE, RELATED INFORMATION, AND STEPS TO ACCOMPLISH THE OBJECTIVE. (SB)

VT 014 951

TRAINING THE HOME APPLIANCE SERVICE TECHNICIAN. A VOCATIONAL EDUCATION GUIDE AND SUGGESTED CURRICULUM.

ASSOCIATION OF HOME APPLIANCE MANUFACTURERS, CHICAGO, ILL. MF AVAILABLE IN VT-ERIC SET. ASSOCIATION OF HOME APPLIANCE MANUFACTURERS, 20 N. WACKER DRIVE, CHICAGO, ILLINOIS 60606 (\$2.00) PUB DATE - JUN71 50P.

DESCRIPTORS - \*PROGRAM GUIDES; \*CURRICULUM GUIDES; RESOURCE MATERIALS; COURSE CONTENT; \*TRADE AND INDUSTRIAL EDUCATION; \*HOME FURNISHINGS; \*APPLIANCE SERVICE TECHNICIANS; APPLIANCE REPAIRING; ELECTRICAL APPLIANCE SERVICEMEN; VOCATIONAL EDUCATION

ABSTRACT - DEVELOPED BY THE ASSOCIATION OF HOME APPLIANCE MANUFACTURERS, THIS PROGRAM GUIDE OUTLINES A BASIC VOCATIONAL EDUCATION PROGRAM FOR SERVICE TECHNICIANS. INCLUDED IN THE GUIDE ARE SUGGESTIONS FOR ORGANIZING THE SUPPORT FOR A PROGRAM, POSSIBLE FINANCING ALTERNATIVES, A CURRICULUM, AND INSTRUCTIONAL MATERIALS. THE GUIDE HAS BEEN COMPILED AND RELEASED IN LOOSE-LEAF FORM TO PROVIDE FOR PERIODIC UP-DATING OF ITS CONTENTS. REVISIONS IN THE BASIC MATERIALS ARE TO BE MADE AVAILABLE, FREE OF CHARGE, TO PURCHASERS OF THE GUIDE. (AUTHOR/JS)

VT 015 001

STEPNICH, IVAN C.  
BASIC ELECTRICITY STUDY COURSE.

REFRIGERATING ENGINEERS AND TECHNICIANS ASSOCIATION, CHICAGO, ILL.

DOCUMENT NOT AVAILABLE FROM EDRS. REFRIGERATING ENGINEERS AND TECHNICIANS ASSOCIATION, 435 NORTH MICHIGAN AVE., CHICAGO, ILLINOIS 60611 (\$8.50; WITH 4 TAPE CASSETTES-\$20.00; QUANTITY DISCOUNT TO EDUCATIONAL INSTITUTIONS) PUB DATE - 69

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; \*ELECTRICITY; \*STUDY GUIDES; DIAGRAMS; VISUAL AIDS; ACHIEVEMENT TESTS; \*ADULT VOCATIONAL EDUCATION

ABSTRACT - PREPARED BY AN ELECTRICAL ENGINEER, THIS DOCUMENT CONTAINS MATERIALS CONCERNING BASIC ELECTRICITY. FOLLOWING AN INTRODUCTION WHICH PROVIDES A BRIEF DISCUSSION OF ELECTRICITY AND DEFINITIONS, TEXTUAL INFORMATION KEYED TO STUDY DIAGRAMS, WORKBOOKS ASSIGNMENTS, AND SHORT TESTS ARE PROVIDED FOR LESSONS COVERING SUCH TOPICS AS: (1) ELECTRICAL FUNDAMENTALS, (2) OHM'S LAW, (3) DIRECT CURRENT - SERIES CIRCUITS, (4) PARALLEL CIRCUITS, (5) WHEATSTONE BRIDGE, (6) MAGNETISM, (7) CURRENT GENERATION, (8) OHM'S LAW FOR ALTERNATING CURRENT (9) TRANSFORMERS, AND (10) POWER TRANSMISSION AND BRANCH CIRCUITS. A MID-TERM EXAMINATION AND REVIEW TEST ARE ALSO INCLUDED. (SB)

VT 015 002

STEPNICH, IVAN C.  
CONTROL THEORY AND FUNDAMENTALS STUDY COURSE. PART I.

REFRIGERATING ENGINEERS AND TECHNICIANS ASSOCIATION, CHICAGO, ILL.

DOCUMENT NOT AVAILABLE FROM EDRS. REFRIGERATING ENGINEERS AND TECHNICIANS ASSN., 435 NORTH MICHIGAN AVE., CHICAGO, ILLINOIS 60611 (\$8.50; WITH 6 TAPE CASSETTES-\$30; QUANTITY DISCOUNT TO EDUCATIONAL INSTITUTIONS) PUB DATE - 70

DESCRIPTORS \*STUDY GUIDES; \*TRADE AND INDUSTRIAL EDUCATION; \*REFRIGERATION; \*AIR CONDITIONING; \*PROGRAMED INSTRUCTION; ACHIEVEMENT TESTS; DIAGRAMS; VISUAL AIDS

ABSTRACT - PREPARED BY AN ELECTRICAL ENGINEER, THIS DOCUMENT IS THE FIRST OF A 2-PART SERIES OF PROGRAMED INSTRUCTIONAL MATERIALS CONCERNING REFRIGERATION AND AIR CONDITIONING. TEXTUAL INFORMATION KEYED TO STUDY DIAGRAMS, WORKBOOK ASSIGNMENTS, AND SHORT TESTS ARE INCLUDED FOR LESSONS COVERING THESE TOPICS: (1) BASIC CONTROL THEORY, (2) TEMPERATURE SENSITIVE POWER ELEMENTS, (3) ELECTRICAL LINKAGES, (4) ACTUATORS AND ELECTRICAL COMPONENTS, (5) RESIDUAL CONTROLS, AND (6) VALVE AND DAMPER THEORY AND SELECTION. A MID-TERM EXAMINATION COVERING THE SIX LESSONS IS ALSO INCLUDED. PART II IS AVAILABLE AS VT 015 003 IN THIS ISSUE. (SB)

VT 015 003

STEPNICH, IVAN C.  
CONTROL THEORY AND FUNDAMENTALS  
STUDY COURSE. PART II.

REFRIGERATING ENGINEERS AND  
TECHNICIANS ASSOCIATION, CHICAGO,  
ILL.

DOCUMENT NOT AVAILABLE FROM EDRS.  
REFRIGERATING ENGINEERS AND  
TECHNICIANS ASSN., 435 NORTH  
MICHIGAN AVE., CHICAGO, ILLINOIS  
40611 (\$8.50; WITH 4 TAPE  
CASSETTES-\$20.00; EDUCATIONAL  
QUANTITY DISCOUNT AVAILABLE)  
PUB DATE - 70 212P.

DESCRIPTORS - \*STUDY GUIDES; \*TRADE AND INDUSTRIAL EDUCATION; \*REFRIGERATION; \*AIR CONDITIONING; \*PROGRAMED INSTRUCTION; ACHIEVEMENT TESTS; DIAGRAMS; VISUAL AIDS

ABSTRACT - PREPARED BY AN ELECTRICAL ENGINEER, THIS DOCUMENT IS THE SECOND OF A 2-PART SERIES OF PROGRAMED INSTRUCTIONAL MATERIALS CONCERNING REFRIGERATION AND AIR CONDITIONING. TEXTUAL INFORMATION KEYED TO STUDY DIAGRAMS, WORKBOOK ASSIGNMENTS, AND SHORT TESTS ARE INCLUDED FOR LESSONS COVERING: (1)

CENTRAL FAN SYSTEMS, (2) PNEUMATIC CENTRAL SYSTEMS, (3) SOLID STATE FUNDAMENTALS, (4) SOLID STATE CONTROL SYSTEMS, AND (5) FLUIDIC CONTROLS. A REVIEW TEST IS ALSO INCLUDED. PART I IS AVAILABLE AS VT 015 002 IN THIS ISSUE. (SB)

VT 015 016 ED 061 453

BOBBITT, FRANK; LEFTWIN, LINDA  
TECHNIQUES FOR TEACHING  
DISADVANTAGED YOUTH IN VOCATIONAL  
EDUCATION.

MICHIGAN STATE UNIV., EAST LANSING.  
RURAL MANPOWER CENTER.

EDRS PRICE MF-\$0.65 HC-\$6.58.

SPEC-PAP-14

PUB DATE - DEC71 106P.

DESCRIPTORS - \*VOCATIONAL EDUCATION; \*TEACHING METHODS; \*DISADVANTAGED YOUTH; TEACHER ATTITUDES; SECONDARY GRADES; COUNSELING; STUDENT MOTIVATION; CURRICULUM DEVELOPMENT; PROGRAM EVALUATION; \*EDUCATIONAL NEEDS; REFERENCE MATERIALS; \*RESOURCE MATERIALS; EDUCATIONAL PROBLEMS; VOCATIONAL EDUCATION TEACHERS; TEACHING TECHNIQUES

ABSTRACT - DEVELOPED THROUGH A COLLEGE CURRICULUM DEPARTMENT, THIS PUBLICATION PROVIDES VOCATIONAL TEACHERS WITH A PRACTICAL REFERENCE ON PROBLEMS RELATING TO EDUCATING DISADVANTAGED STUDENTS. THE UNDERLYING THEME IS THAT THE TEACHER IS THE MAJOR FACTOR IN THE SUCCESS OF ANY PROGRAM FOR THE DISADVANTAGED. SEVERAL ASPECTS OF THE PROBLEM ARE CONSIDERED, INCLUDING: (1) IDENTIFICATION OF THE DISADVANTAGED AND THEIR NEEDS, (2) MOTIVATION, (3) TEACHER STUDENT RELATIONSHIP, (4) COUNSELING, (5) GROUPING DISADVANTAGED STUDENTS, (6) CURRICULUM, (7) TEACHING METHODS, (8) PROGRAM EVALUATION, AND (9) AVAILABLE FEDERAL RESOURCES. (BH)

VT 015 039

TRADE AND INDUSTRIAL RESOURCE  
SUPPLEMENT TO THE CONSUMER  
EDUCATION CURRICULUM GUIDE FOR  
OHIO.

OHIO STATE DEPT. OF EDUCATION,  
COLUMBUS. DIV. OF VOCATIONAL  
EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
INSTRUCTIONAL MATERIALS LABORATORY,  
TRADE AND INDUSTRIAL EDUCATION, THE  
OHIO STATE UNIVERSITY, 1885 NEIL  
AVENUE, COLUMBUS, OHIO 43210 (\$2.40  
PLUS POSTAGE)  
PUB DATE - 71 74P.

DESCRIPTORS - \*RESOURCE GUIDES;  
CURRICULUM GUIDES; \*TEACHING  
GUIDES; \*TRADE AND INDUSTRIAL  
EDUCATION; \*CONSUMER EDUCATION;  
CONSUMER ECONOMICS; TEACHING  
PROCEDURES; SECONDARY GRADES;  
EVALUATION TECHNIQUES;  
BIBLIOGRAPHIES; LEARNING ACTIVITIES

ABSTRACT - DEVELOPED BY TRADE AND  
INDUSTRIAL EDUCATION TEACHERS WITH  
THE AID OF STATE DEPARTMENT AND  
UNIVERSITY TEACHING PERSONNEL, THIS  
SUPPLEMENT TO VT 012 357 (AIM  
SUMMER 1971) IS INTENDED TO ASSIST  
OHIO TEACHERS IN IMPROVING HIGH  
SCHOOL TRADE AND INDUSTRIAL  
EDUCATION CURRICULUMS BY  
INCORPORATING APPROPRIATE SEGMENTS  
OF CONSUMER EDUCATION.

INSTRUCTIONAL UNITS ARE DEVELOPED  
AROUND SIX CONCEPTS COVERING: (1)  
THE ECONOMIC SYSTEM, (2) INCOME  
PROCUREMENT, (3) CONSUMER  
ALTERNATIVES, (4) CONSUMER BEHAVIOR  
DETERMINANTS, (5) ROLES, RIGHTS,  
AND RESPONSIBILITIES, AND (6)  
COMMUNITY RESOURCES. THE UNITS  
CONTAIN OBJECTIVES, PREPARATION  
SUGGESTIONS, SUGGESTED STUDENT  
ACTIVITIES AND EVALUATION, AND  
SUGGESTED RESOURCES. SEVERAL OF THE  
UNITS ALSO INCLUDE ILLUSTRATIONS  
WHICH MAY BE USED AS TRANSPARENCY  
MASTERS FOR OVERHEAD PROJECTION. A  
GLOSSARY OF TERMS AND A SELECTED  
BIBLIOGRAPHY OF BOOKS, PAMPHLETS,  
PERIODICALS, RESOURCE PERSONS,  
FILMSTRIPS, AND FILMS ARE PROVIDED.  
ANOTHER SUPPLEMENT IS AVAILABLE AS  
VT 014 067 (AIM VOL. 5, NO. 2) AND  
RELATED DOCUMENTS AS VT 015 040-VT  
015 047 IN THIS ISSUE. (SB)

VT 015 088  
ELECTRONICS 2. LEARNER'S MANUAL.

OHIO STATE DEPT. OF EDUCATION,  
COLUMBUS. TRADE AND INDUSTRIAL  
EDUCATION SERVICE.  
MF AVAILABLE IN VT-ERIC SET.  
OHIO TRADE AND INDUSTRIAL EDUCATION  
SERVICE, INSTRUCTIONAL MATERIALS  
LABORATORY, THE OHIO STATE  
UNIVERSITY, 1885 NEIL AVENUE,  
COLUMBUS, OHIO 43210  
PUB DATE - 72 253P.

DESCRIPTORS - \*CAREER EDUCATION;  
SECONDARY GRADES; \*TRADE AND  
INDUSTRIAL EDUCATION; MANUALS;  
\*ELECTRONICS; REFERENCE MATERIALS;  
INSTRUCTIONAL AIDS; CURRICULUM  
ENRICHMENT; \*STUDY GUIDES; LEARNING  
ACTIVITIES; LEARNING EXPERIENCE;  
\*WORKSHEETS; JOB SKILLS; BEHAVIORAL  
OBJECTIVES; MANUFACTURING;  
COMMUNICATIONS; APPLIANCE SERVICE  
TECHNICIAN; ELECTRONICS INDUSTRY  
IDENTIFIERS - BEGINNING COMPETENCE

ABSTRACT - DEVELOPED BY AN  
INSTRUCTIONAL MATERIALS LABORATORY,  
THIS LEARNER'S MANUAL PROVIDES A  
STUDY GUIDE FOR SECONDARY STUDENTS  
IN A 1-YEAR BEGINNING ELECTRONICS  
COURSE. THE AIM OF THE GUIDE IS TO  
AID THE ELECTRONICS STUDENT STUDY  
OUTSIDE THE CLASSROOM BY BREAKING  
THE TEXTBOOK DOWN INTO SMALL STUDY  
UNITS, INFORMING THE STUDENT OF THE  
FUNDAMENTAL POINTS OF EACH UNIT,  
AND ALLOWING HIM TO SEE HOW WELL HE  
HAS LEARNED EACH UNIT. AN  
UNDERSTANDING OF THE PRACTICAL  
APPLICATIONS OF ELECTRONICS IS  
GAINED BY USE OF WORKSHEETS, EACH  
OF WHICH LISTS RELEVANT PAGES IN  
REFERENCE TEXTS, AND PROVIDES

QUESTIONS AND SPACE FOR ANSWERING.  
THE MANUAL CONTAINS GENERAL  
INSTRUCTIONS FOR STUDYING THE TEXT  
AND SPECIFIC DIRECTIONS FOR  
PREPARING EACH ASSIGNMENT. IN  
ADDITION, THE 122 STUDY UNITS  
PROVIDE SPACE FOR LISTING  
ADDITIONAL REFERENCES AND FOR THE  
INSTRUCTOR'S ADDITIONS. INDIVIDUAL  
WORKSHEETS ARE PERFORATED FOR EASY  
REMOVAL, AND THREE-HOLE PUNCHED FOR  
INSERTION IN A RING BINDER. THIS  
LEARNER'S MANUAL IS USED IN  
CONJUNCTION WITH THE INSTRUCTOR'S  
MANUAL (VT 015 089) AND THE

EXPERIMENTAL MANUAL (VT 015 090)  
AVAILABLE IN AIM VOL. 5, NO. 4.  
(AG)

**VT 015 089**

ELECTRONICS 2. INSTRUCTOR'S MANUAL.

OHIO STATE DEPT. OF EDUCATION,  
COLUMBUS. TRADE AND INDUSTRIAL  
EDUCATION SERVICE.

MF AVAILABLE IN VT-ERIC SET.

OHIO TRADE AND INDUSTRIAL EDUCATION  
SERVICE, INSTRUCTIONAL MATERIALS  
LABORATORY, THE OHIO STATE  
UNIVERSITY, 1885 NEIL AVENUE,  
COLUMBUS, OHIO 43210

PUB DATE - 72 263P.

DESCRIPTORS - \*MANUALS;  
INSTRUCTIONAL MATERIALS; \*LESSON  
PLANS; INSTRUCTIONAL AIDS;  
REFERENCE MATERIALS; REVIEW  
(REEXAMINATION) \*ELECTRONICS;  
\*TRADE AND INDUSTRIAL EDUCATION;  
TEACHING GUIDES; \*CAREER EDUCATION;  
SECONDARY GRADES; MANUFACTURING;  
COMMUNICATIONS; LEARNING  
ACTIVITIES; BEHAVIORAL OBJECTIVES;  
ELECTRONICS INDUSTRY; JOB SKILLS;  
COURSE CONTENT; TEACHING PROCEDURES  
IDENTIFIERS - BEGINNING COMPETENCE

ABSTRACT - WRITTEN BY A HIGH SCHOOL  
ELECTRONICS TEACHER FOR USE BY  
INSTRUCTORS, THIS MANUAL PROVIDES  
THE TEACHER WITH THE MEANS TO  
COMBINE THEORETICAL INFORMATION  
WITH PRACTICAL EXPERIENCE FOR  
BEGINNING ELECTRONICS STUDENTS AT  
THE SECONDARY LEVEL. THE 122 LESSON  
PLANS, CORRESPONDING WITH THE STUDY  
GUIDE FOR STUDENTS, PROVIDE LESSON  
OBJECTIVES, REVIEW MATERIALS, AND A  
LESSON OUTLINE FOR EACH STUDY UNIT.  
A CLASSWORK ACTIVITIES SECTION AND  
QUESTIONS HELP THE INSTRUCTOR TO  
DETERMINE WHETHER LESSON OBJECTIVES  
ARE BEING ACHIEVED AND PERMIT  
ADDITIONAL INDIVIDUAL INSTRUCTION.  
A REFERENCE SECTION IN EACH LESSON  
PLAN GIVES SPECIFIC PAGES IN  
RECOMMENDED TEXTBOOKS AND LISTS  
OTHER REFERENCE TEXTS FOR THE USE  
OF STUDENTS. SPACE IS PROVIDED FOR  
THE INSTRUCTOR'S NOTES. A LEARNER'S  
MANUAL (VT 015 088) AND AN  
EXPERIMENT MANUAL (VT 015 090, ALSO  
IN THIS ISSUE) USED IN CONJUNCTION

WITH THE INSTRUCTOR'S MANUAL. (AG)

**VT 015 090**

ELECTRONICS 2. EXPERIMENT MANUAL.

OHIO STATE DEPT. OF EDUCATION,  
COLUMBUS. TRADE AND INDUSTRIAL  
EDUCATION SERVICE.

MF AVAILABLE IN VT-ERIC SET.

OHIO TRADE AND INDUSTRIAL EDUCATION  
SERVICE, INSTRUCTIONAL MATERIALS  
LABORATORY, THE OHIO STATE  
UNIVERSITY, 1885 NEIL AVENUE,  
COLUMBUS, OHIO 43210

PUB DATE - 71 393P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*TRADE AND INDUSTRIAL EDUCATION;  
INSTRUCTIONAL AIDS; LABORATORY  
EXPERIMENTS; \*ELECTRONICS;  
SECONDARY GRADES; INSTRUCTIONAL  
MATERIALS; \*LABORATORY PROCEDURES;  
BEHAVIORAL OBJECTIVES; ELECTRONICS  
INDUSTRY; JOB SKILLS; WORKSHEETS;  
LABORATORY EQUIPMENT; LEARNING  
ACTIVITIES; MANUFACTURING;  
COMMUNICATIONS; \*LABORATORY MANUALS  
IDENTIFIERS - BEGINNING COMPETENCE

ABSTRACT - THIS LABORATORY MANUAL  
WAS DEVELOPED BY INSTRUCTORS OF  
ELECTRONICS AT THE SECONDARY LEVEL  
AND INTENDED FOR THE USE OF HIGH  
SCHOOL STUDENTS. WITH AN  
INSTRUCTOR'S GUIDANCE, IN A  
BEGINNING 1-YEAR ELECTRONICS  
COURSE. THE 122 EXPERIMENTS  
CONSTITUTE A FRAMEWORK FOR  
ADDITIONAL ACTIVITIES, BOTH INSIDE  
AND OUTSIDE THE CLASSROOM. THE  
PRIMARY AIM OF THIS MANUAL IS THE  
DEVELOPMENT OF SKILLS AND ATTITUDES  
NECESSARY FOR ENTERING AND  
PROGRESSING IN THE POSITION IN  
INDUSTRY OF AN ELECTRONICS  
TECHNICIAN. EACH STUDY UNIT  
CONTAINS A WORKSHEET STATING  
OBJECTIVES, LISTING REQUIRED  
APPARATUS, DESCRIBING BASIC  
PROCEDURES, AND PROVIDING QUESTIONS  
FOR REVIEW. THE REVIEW QUESTIONS  
GAUGE THE DEGREE OF SUCCESS IN  
ACCOMPLISHING THE OBJECTIVES OF  
EACH EXPERIMENT. SPACE IS FURNISHED  
FOR THE STUDENT'S NOTES. WORKING  
DIAGRAMS AND TABLES ILLUSTRATE THE  
TEXT. THIS LABORATORY MANUAL IS  
USED IN CONJUNCTION WITH THE STUDY

GUIDE (VT 015 088) AND INSTRUCTOR'S MANUAL (VT 015 089, AVAILABLE IN THIS ISSUE). (AG)

# **VT 015 091**

NEWBY, HOWARD L.

SECONDARY VOCATIONAL AUTOMOTIVE MECHANICS. A TEACHER'S OUTLINE FOR USE IN ORGANIZATION AND MANAGEMENT OF INSTRUCTION.

MISSISSIPPI RESEARCH COORDINATING UNIT FOR VOCATIONAL-TECHNICAL EDUCATION, STATE COLLEGE.; MISSISSIPPI STATE DEPT. OF EDUCATION, JACKSON. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION. MF AVAILABLE IN VT-ERIC SET.

TRAD-INDUS-EDUC-PUB-9002

CURRICULUM COORDINATING UNIT, DRAWER DX, STATE COLLEGE,

MISSISSIPPI 39762 (\$2.50)

PUB DATE - 71 198P.1971

REVISION

DESCRIPTORS - \*INSTRUCTIONAL MATERIALS; SECONDARY GRADES; PROGRAM CONTENT; EDUCATIONAL METHODS; \*STATE CURRICULUM GUIDES; \*CAREER EDUCATION; \*TRADE AND INDUSTRIAL EDUCATION; BIBLIOGRAPHIES; CURRICULUM GUIDES; ADMINISTRATOR GUIDES; REFERENCE MATERIALS; \*AUTO MECHANICS (OCCUPATION); AUTO MECHANICS; TRAINING OBJECTIVES; TEACHING PROCEDURES; ACTIVITY LEARNING; ACTIVITY UNITS; CLASS ACTIVITIES; EQUIPMENT UTILIZATION; COURSE CONTENT  
IDENTIFIERS - BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - DEVELOPED BY A COMMITTEE OF LOCAL AUTOMOTIVE MECHANICS INSTRUCTORS FOR USE IN MISSISSIPPI SECONDARY EDUCATION, THIS TEACHING GUIDE HAS BEEN AUTHENTICATED BY AN INDUSTRIAL COMMITTEE FOR USE IN THE STATE VOCATIONAL TRAINING PROGRAMS. THE OUTLINE IS FOR A 2-YEAR COURSE (3 HOURS A DAY, 5 DAYS A WEEK, 36 HOURS A YEAR) AND IS PRESENTED IN A 2-COLUMN FORMAT OF TRADE PRINCIPLES AND TRADE PRACTICES AIMED AT PREPARING TRAINEES FOR ENTRY LEVEL JOBS FOR MONITORING PROGRESS ON THE JOB. DIRECTIONS TO THE INSTRUCTOR

FOR USING THE GUIDE, ARE INCLUDED AND A SHORT JOB DESCRIPTION AND A COURSE DESCRIPTION EMPHASIZE THE GENERAL OBJECTIVES, THE PREREQUISITES, THE COURSE CONTENT, AND THE NATURE OF THE TRAINING. A 5-PAGE BIBLIOGRAPHY INCLUDES TWO TEXTBOOKS RECOMMENDED BY THE CURRICULUM COMMITTEE AND VARIOUS OTHER SUGGESTED REFERENCES. AN EXTENSIVE APPENDIX INCLUDES A LISTING OF 12 CATEGORIES OF SUGGESTED JOBS WITH A CHECKLIST FOR DESIRED JOB ABILITIES, AN OUTLINE OF NEEDED MATHEMATICS AND SCIENCE KNOWLEDGE, FOLDDOUT LAYOUTS AND LEGENDS FOR SHOP PLANS, AND A SET OF GENERAL AND SPECIFIC JOB INSTRUCTION SHEETS. (AG)

# **VT 015 115**

BASIC EMPLOYMENT INFORMATION. A HANDBOOK FOR STUDENTS IN OCCUPATIONAL PREPARATION CLASSES. SENIOR HIGH SCHOOL EDITION.

LOS ANGELES CITY SCHOOLS, CALIF. DIV. OF INSTRUCTIONAL PLANNING AND SERVICES.

MF AVAILABLE IN VT-ERIC SET.

PUB-SC-629; CVTE-N-134

PUB DATE - 69 118P. PAES COLLECTION; 1969 REVISION

DESCRIPTORS - \*OCCUPATIONAL GUIDANCE; \*CAREER EDUCATION; EMPLOYMENT OPPORTUNITIES; GRADE 10; GRADE 11; GRADE 12; \*INSTRUCTIONAL MATERIALS; LABOR UNIONS; RESOURCE MATERIALS; LABOR LAWS; POST SECONDARY EDUCATION; EMPLOYEE ATTITUDES; EMPLOYMENT INTERVIEWS; \*EMPLOYMENT SERVICES; JOB APPLICATION; VOCATIONAL EDUCATION; FEDERAL PROGRAMS; \*CONSUMER ECONOMICS; OCCUPATIONAL INFORMATION; BUDGETS; FAMILY LIFE EDUCATION; FRINGE BENEFITS; VISUAL AIDS  
IDENTIFIERS - BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - REVIEWED BY AN ADVISORY COMMITTEE OF SECONDARY SCHOOL TEACHERS AND SUPERVISORS AND SUPERVISORS OF THE INSTRUCTIONAL PLANNING AND SERVICES DIVISION, THIS SET OF SPIRAL BOUND STUDENT



STUDY SHEETS FOR USE IN SENIOR HIGH OCCUPATIONAL EDUCATION CLASSES INCLUDES SUGGESTIONS FOR TEACHER AND STUDENT USE OF THE HANDBOOK, INTRODUCTORY ADVICE TO THE STUDENT ABOUT OCCUPATIONAL TRAINING, AND EIGHT UNITS OF STUDY. INFORMATION ABOUT FEDERAL AND STATE EMPLOYMENT LAWS AND PROGRAMS DIRECTLY AFFECTING EMPLOYEES, OTHER RELATED ASPECTS OF THE ECONOMY, AND A FINAL 24-PAGE REFERENCE LIST OF POST-SECONDARY VOCATIONAL COURSES OFFERED IN LOS ANGELES CITY SCHOOLS MAKE UP THE HANDBOOK. AIMED AT MAKING THE SCHOOL-TO-WORK TRANSITION EASIER, THIS STUDENT MANUAL INCLUDES SPECIFIC INFORMATION ON LABOR UNIONS AND MANAGEMENT, FAMILY BUDGETS AND CREDIT BUYING, AND SELF-ANALYSIS AS AN ASSET IN SUCCESSFUL VOCATIONAL PLANNING. A DETAILED SET OF INSTRUCTIONS ABOUT OBTAINING AND KEEPING A JOB ARE A PART OF THE FIRST STUDY UNIT. VARIOUS CHARTS, TABLES, AND SAMPLES OF EMPLOYMENT-RELATED MATERIAL ILLUSTRATE THE STUDY GUIDE. (AG)

VT 015 130

INDUSTRIAL MATHEMATICS 1. AN INSTRUCTIONAL GUIDE FOR SENIOR HIGH SCHOOL.

LOS ANGELES CITY SCHOOLS, CALIF.  
DIV. OF INSTRUCTIONAL PLANNING AND SERVICES.

MF AVAILABLE IN VT-ERIC SET.

CVTE-N-129; PUB-SC-573

PUB DATE - 59 92P. PAES  
COLLECTION

DESCRIPTORS - \*TEACHING GUIDES;  
\*TECHNICAL MATHEMATICS;  
MATHEMATICS; \*INDUSTRIAL EDUCATION;  
SENIOR HIGH SCHOOLS; \*MATHEMATICAL  
VOCABULARY; VOCABULARY DEVELOPMENT;  
LESSON PLANS; LEARNING ACTIVITIES;  
TEACHER DEVELOPED MATERIALS;  
MATHEMATICAL CONCEPTS; PERCENTAGE;  
ALGEBRA; GEOMETRY; MODERN  
MATHEMATICS; MATHEMATICAL  
APPLICATIONS; MEASUREMENT;  
\*VOCATIONAL EDUCATION;  
INSTRUCTIONAL MATERIALS  
IDENTIFIERS - CAREER AWARENESS;  
BEGINNING COMPETENCE; EMPLOYMENT

## SKILLS

ABSTRACT - THIS GUIDE IS DESIGNED TO AID SENIOR HIGH SCHOOL MATHEMATICS TEACHERS IN PRESENTING A COURSE PLANNED FOR STUDENTS WHOSE VOCATIONAL GOALS REQUIRE THAT THEY DEMONSTRATE UNDERSTANDINGS AND SKILLS IN INDUSTRIAL APPLICATIONS OF BASIC PRINCIPLES OF MATHEMATICS. THE FIRST SEMESTER COURSE IN A SEQUENCE DESIGNED FOR STUDENTS REQUIRING THIS SPECIALIZED PREPARATION, THE GUIDE REFLECTS NEW TRENDS IN THAT IT EMPHASIZES A NEW VOCABULARY OF PRECISION MEASUREMENT AND MEASURING INSTRUMENTS, ESTIMATION, MENTAL CALCULATIONS, AND MODERN VOCATIONAL APPLICATIONS OF ALGEBRA AND GEOMETRY. FOLLOWING BRIEF INTRODUCTORY MATERIAL, COURSE OBJECTIVES, AND SUGGESTED TEACHING SEQUENCE, UNITS OF INSTRUCTION COVER ARITHMETIC IN TRADE AND INDUSTRY, DENOMINATE NUMBERS AT WORK, PERCENTAGE ON THE JOB, PRACTICAL GEOMETRY, AND COMPUTATION WITH MEASURES. SECTIONS ON SUGGESTED APPROACH, ACTIVITIES, AND MATERIALS, PREPARED BY EXPERIENCED TEACHERS WHO HAVE FOUND THE SUGGESTIONS USEFUL IN ACTUAL CLASSROOM SITUATIONS, ARE INCLUDED FOR EACH INSTRUCTIONAL UNIT, AS WELL AS TOPICAL OUTLINES OF CONTENT, AND SUGGESTED REFERENCES. THROUGHOUT THE GUIDE, PROVISION IS MADE FOR INDIVIDUAL DIFFERENCES AND FOR THE INCLUSION OF ENRICHMENT TOPICS. (AW)

VT 015 199

MINI COURSE: JOB HUNTING  
TECHNIQUES, AND JOB INTERVIEW  
TECHNIQUES.

PONTIAC CITY SCHOOL DISTRICT, MICH.  
MF AVAILABLE IN VT-ERIC SET.

CVTE-A-32

PUB DATE - 71 30P. PAES  
COLLECTION

DESCRIPTORS - \*EXPERIMENTAL  
PROGRAMS; CAREER EDUCATION;  
VOCATIONAL EDUCATION; CAREER  
PLANNING; HYGIENE; \*JOB  
APPLICATION; \*INSTRUCTIONAL  
MATERIALS; INSTRUCTIONAL AIDS;

OCCUPATIONAL GUIDANCE; GUIDES;  
READING MATERIALS; STUDENT TESTING;  
ARITHMETIC; LANGUAGE ARTS; \*SHORT  
COURSES  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - IN SPRING 1971 THREE  
SPECIAL NEEDS COORDINATORS DEvised  
AND TESTED THIS SHORT SAMPLE "MINI-  
COURSE" ON JOB HUNTING AND JOB  
INTERVIEW TECHNIQUES IN A 7-DAY  
COURSE OF STUDY. SUGGESTIONS FOR  
CAREER PLANNING, MANY SPECIFIC  
LISTS OF IMPORTANT FACTORS IN  
OBTAINING EMPLOYMENT, AND SAMPLE  
APPLICATION MATERIALS WITH A  
CHECKLIST ARE INCLUDED IN THE  
INSTRUCTIONAL GUIDE ON JOB HUNTING.  
A 7-PAGE "MINI-QUIZ" ON BASIC  
ARITHMETIC AND LANGUAGE ARTS SKILLS  
IS PROVIDED IN A SHORT SECTION ON  
JOB INTERVIEW TECHNIQUES. (AG)

VT 015 227 ED 063 463  
INDUSTRIAL PREP, VOLUME ONE,  
SOPHOMORE YEAR--INTRODUCTION  
MATHEMATICS.

HACKENSACK PUBLIC SCHOOLS, N.J.  
EDRS PRICE MF-\$0.65 HC-\$9.87.  
CVTE-E-8  
PUB DATE - ND 260P. PAES  
COLLECTION

DESCRIPTORS - \*CAREER EDUCATION;  
VOCATIONAL EDUCATION; \*SHOP  
CURRICULUM; VISUAL AIDS; GRADE 10;  
BEHAVIORAL OBJECTIVES; \*MATHEMATICS  
INSTRUCTION; \*TEACHING GUIDES;  
CURRICULUM GUIDES; INSTRUCTIONAL  
AIDS; DEVELOPMENTAL PROGRAMS;  
PROGRAM CONTENT; STUDENT PROJECTS;  
WORKSHEETS; TESTS; LESSON PLANS;  
LEARNING ACTIVITIES;  
\*INTERDISCIPLINARY APPROACH;  
INTEGRATED CURRICULUM  
IDENTIFIERS - CAREER EDUCATION

ABSTRACT - AS PART OF A 3-YEAR  
COMPREHENSIVE INTERDISCIPLINARY  
PROGRAM DEVELOPED BY A GROUP OF  
EDUCATORS FROM HACKENSACK HIGH  
SCHOOL, NEW JERSEY, THIS TEACHING  
GUIDE FOR A GRADE 10 MATHEMATICS  
UNIT IS DESIGNED AS A YEAR LONG  
STUDY OF MEASUREMENT IN PREPARATION  
FOR FURTHER TECHNICAL STUDY IN  
GRADES 11 AND 12. DAILY LESSON

PLANS FOR THE FOUR SOPHOMORE UNITS  
STRESS BASIC CONCEPTS AND  
APPLICATIONS OF MATHEMATICAL  
MEASUREMENT. STUDENTS CONSTRUCT  
MODELS OF DUCTWORK, GEOMETRIC  
SOLIDS, DENSITIES OF METALS, AND  
PAPER BOX FABRICATION WHICH PROMOTE  
GROUP AND INDIVIDUAL PARTICIPATION  
IN DEVELOPING NECESSARY CONCRETE  
MATHEMATICAL SKILLS. THE PROGRAM  
INCORPORATES THE USE OF COMMUNITY  
RESOURCES FOR FIELD TRIPS AND  
PRESENTATIONS, AND INCLUDES LINE  
DIAGRAMS, QUIZZES, STUDENT  
WORKSHEETS, AND ACTIVITY LISTS.  
INTRODUCTORY RATIONALES PRECEDE  
EACH OUTLINED UNIT. THIS VOLUME IS  
PLANNED FOR USE WITH FOUR OTHERS,  
AVAILABLE AS VT 015 228-VT 015 231  
IN THIS ISSUE. (AG)

VT 015 234  
NEWBY, HOWARD L.  
POST-SECONDARY VOCATIONAL  
INDUSTRIAL DRAFTING. A TEACHER'S  
OUTLINE FOR USE IN ORGANIZATION AND  
MANAGEMENT OF INSTRUCTION.

MISSISSIPPI RESEARCH COORDINATING  
UNIT FOR VOCATIONAL-TECHNICAL  
EDUCATION, STATE  
COLLEGE.; MISSISSIPPI STATE DEPT. OF  
EDUCATION, JACKSON. DIV. OF  
VOCATIONAL AND TECHNICAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
TRAD-INDUS-EDU-PUB-9001  
CURRICULUM COORDINATING UNIT, P.O.  
DRAWER DX, STATE COLLEGE,  
MISSISSIPPI 39762 (\$2.50)  
PUB DATE - 71 118P. 1971  
REVISION.

DESCRIPTORS - \*CAREER EDUCATION;  
\*TRADE AND INDUSTRIAL EDUCATION;  
\*TEACHING GUIDES; \*STATE CURRICULUM  
GUIDES; \*DRAFTING; BIBLIOGRAPHIES;  
INSTRUCTIONAL AIDS; INSTRUCTIONAL  
MATERIALS; POST SECONDARY  
EDUCATION; GRADE 13; GRADE 14;  
REFERENCE MATERIALS; RESOURCES  
MATERIALS; PROGRAM CONTENT;  
TEACHING METHODS; TEACHING  
PROCEDURES; ACTIVE LEARNING;  
ACTIVITY UNITS; CLASS ACTIVITIES;  
COURSE OBJECTIVES  
IDENTIFIERS - BEGINNING COMPETENCE;  
EMPLOYMENT SKILLS

ABSTRACT - DEVELOPED BY A CURRICULUM COMMITTEE OF DRAFTING INSTRUCTORS FOR USE IN MISSISSIPPI POST-SECONDARY TRAINING CENTERS AND JUNIOR COLLEGES, THIS TEACHING GUIDE HAS BEEN AUTHENTICATED BY AN INDUSTRIAL COMMITTEE FOR USE IN THE STATE VOCATIONAL TRAINING PROGRAMS. THE COURSE OUTLINE FOR A 2-YEAR PROGRAM (6 HOURS A DAY, 5 DAYS A WEEK, 36 WEEKS A YEAR) IS PRESENTED SEPARATELY FOR EACH YEAR, IN A 2-COLUMN FORMAT OF TRADE PRINCIPLES AND TRADE PRACTICES AIMED AT PREPARING TRAINEES FOR ENTRY LEVEL JOBS OR PROMOTING THEIR PROGRESS ON THE JOB. DIRECTIONS TO THE INSTRUCTOR FOR USING THE GUIDE, A SHORT JOB DESCRIPTION AND A COURSE DESCRIPTION EMPHASIZE THE GENERAL OBJECTIVES, THE PREREQUISITES, THE COURSE CONTENT, AND THE NATURE OF THE TRAINING. A 4-PAGE BIBLIOGRAPHY INCLUDES TEXTBOOKS RECOMMENDED BY THE CURRICULUM COMMITTEE AND SUGGESTED REFERENCES. A PREFACE PROVIDES A RATIONALE AND AN EXTENSIVE APPENDIX INCLUDES A LISTING OF 6 CATEGORIES OF JOBS WITH A PROGRESS CHART, DRAFTING EXERCISES, A SUGGESTED LAYOUT FOR THE DRAFTING CLASSROOM, AND A SET OF GENERAL AND SPECIFIC JOB INSTRUCTION SHEETS. (AG)

VT 015 235

NEWBY, HOWARD L.  
POST-SECONDARY VOCATIONAL  
AUTOMOTIVE MECHANICS. A TEACHER'S  
OUTLINE FOR USE IN ORGANIZATION AND  
MANAGEMENT OF INSTRUCTION.

MISSISSIPPI RESEARCH COORDINATING  
UNIT FOR VOCATIONAL-TECHNICAL  
EDUCATION, STATE  
COLLEGE.; MISSISSIPPI STATE DEPT. OF  
EDUCATION, JACKSON. DIV. OF  
VOCATIONAL AND TECHNICAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
TRAD-INDUS-EDU-PUB-9003  
CURRICULUM COORDINATING UNIT, P.O.  
DRAWER DX, STATE COLLEGE,  
MISSISSIPPI 39762 (\$2.50)  
PUB DATE - 71 141P. 1971  
REVISION.

DESCRIPTORS - INSTRUCTIONAL  
MATERIALS; POST SECONDARY

EDUCATION; GRADE 13; GRADE 14;  
\*STATE CURRICULUM GUIDES; \*TEACHING  
GUIDES; BIBLIOGRAPHIES; \*TRADE AND  
INDUSTRIAL EDUCATION; INSTRUCTIONAL  
AIDS; REFERENCE MATERIALS; \*AUTO  
MECHANICS (OCCUPATION); AUTO  
MECHANICS; PERFORMANCE OBJECTIVES;  
COURSE CONTENT; COURSE OBJECTIVES;  
RESOURCE MATERIALS; TEACHING  
METHODS; TEACHING PROCEDURES;  
ACTIVITY LEARNING; ACTIVITY UNITS;  
CLASS ACTIVITIES; EVALUATION  
CRITERIA  
IDENTIFIERS - BEGINNING COMPETENCE;  
EMPLOYMENT SKILLS

ABSTRACT - DEVELOPED BY A  
CURRICULUM COMMITTEE OF AUTOMOTIVE  
MECHANICS INSTRUCTORS FOR USE IN  
MISSISSIPPI POST-SECONDARY TRAINING  
CENTERS AND JUNIOR COLLEGES, THIS  
TEACHING GUIDE HAS BEEN  
AUTHENTICATED BY AN INDUSTRIAL  
COMMITTEE FOR USE IN THE STATE  
VOCATIONAL TRAINING PROGRAMS. THE  
COURSE OUTLINE FOR A 2-YEAR 2160-  
HOUR PROGRAM IS PRESENTED  
SEPARATELY FOR EACH YEAR, IN A 2-  
COLUMN FORMAT OF TRADE PRINCIPLES  
AND TRADE PRACTICES AIMED AT  
PREPARING TRAINEES FOR ENTRY LEVEL  
JOBS FOR MONITORING PROGRESS ON THE  
JOB. IT IS ASSUMED THAT TRAINEES  
LACK PRIOR EXPERIENCE IN AUTOMOTIVE  
MECHANICS BUT HAVE AN APTITUDE AND  
INTEREST IN THE FIELD, AND THAT THE  
INSTRUCTOR HAS HAD TRADE EXPERIENCE  
AND UNDERSTANDS TEACHING  
METHODOLOGY. DIRECTIONS TO THE  
INSTRUCTOR FOR USING THE GUIDE, A  
SHORT JOB DESCRIPTION AND A COURSE  
DESCRIPTION EMPHASIZE THE GENERAL  
OBJECTIVES, THE PREREQUISITES, THE  
COURSE CONTENT, AND THE NATURE OF  
THE TRAINING. A 6-PAGE BIBLIOGRAPHY  
INCLUDES TWO SUGGESTED TEXTBOOKS  
RECOMMENDED BY THE CURRICULUM  
COMMITTEE AND 18 SOURCES FOR  
SUGGESTED REFERENCES. AN EXTENSIVE  
APPENDIX INCLUDES A LISTING OF 12  
CATEGORIES OF SUGGESTED JOBS WITH A  
CHECKLIST FOR DESIRED JOB  
ABILITIES, AN OUTLINE OF NEEDED  
MATHEMATICS AND SCIENCE KNOWLEDGE,  
FOLD-OUT LAYOUTS AND LEGENDS FOR  
SHOP PLANS, AND A SET OF GENERAL  
AND SPECIFIC JOB INSTRUCTION  
SHEETS. (AG)

## VT 015 236

NEWBY, HOWARD L.  
SECONDARY VOCATIONAL INDUSTRIAL  
DRAFTING. A TEACHER'S OUTLINE FOR  
USE IN ORGANIZATION AND MANAGEMENT  
OF INSTRUCTION.

MISSISSIPPI RESEARCH COORDINATING  
UNIT FOR VOCATIONAL-TECHNICAL  
EDUCATION, STATE  
COLLEGE.; MISSISSIPPI STATE DEPT. OF  
EDUCATION, JACKSON. DIV. OF  
VOCATIONAL AND TECHNICAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
TRAD-INDUS-EDU-PUR-9000  
CURRICULUM COORDINATING UNIT, P.O.  
DRAWER DX, STATE COLLEGE,  
MISSISSIPPI 39762 (\$2.50)  
PUB DATE - 71 98P. 1971  
REVISION.

DESCRIPTORS - INSTRUCTIONAL  
MATERIALS; SECONDARY GRADES; \*STATE  
CURRICULUM GUIDES; \*CAREER  
EDUCATION; BIBLIOGRAPHIES;  
\*TEACHING GUIDES; CURRICULUM  
GUIDES; \*TRADE AND INDUSTRIAL  
EDUCATION; INSTRUCTIONAL AIDS;  
REFERENCE MATERIALS; \*DRAFTING;  
TRAINING OBJECTIVES; PROGRAM  
CONTENT; COURSE CONTENT; COURSE  
OBJECTIVES; RESOURCE MATERIALS

ABSTRACT - DEVELOPED BY A  
CURRICULUM COMMITTEE OF DRAFTING  
INSTRUCTORS FOR USE IN MISSISSIPPI  
LOCAL VOCATIONAL HIGH SCHOOLS AND  
AREA VOCATIONAL HIGH SCHOOLS, THIS  
TEACHING GUIDE HAS BEEN  
AUTHENTICATED BY AN INDUSTRIAL  
COMMITTEE FOR USE IN THE STATE  
VOCATIONAL TRAINING PROGRAMS. THE  
COURSE OUTLINE FOR A 2-YEAR, 1080-  
HOUR PROGRAM IS PRESENTED  
SEPARATELY FOR EACH YEAR. IN A 2-  
COLUMN FORMAT OF TRADE PRINCIPLES  
AND TRADE PRACTICES AIMED AT  
PREPARING TRAINEES FOR ENTRY LEVEL  
JOBS IN THE FIRST YEAR OF CLASSES  
AND IN THE SECOND, FOR PROGRESS ON  
THE JOB. DIRECTIONS TO THE  
INSTRUCTOR FOR USING THE GUIDE, A  
SHORT JOB DESCRIPTION AND A COURSE  
DESCRIPTION EMPHASIZE THE GENERAL  
OBJECTIVES, THE PREREQUISITES, THE  
COURSE CONTENT, AND THE NATURE OF  
THE TRAINING. A 3-PAGE BIBLIOGRAPHY

INCLUDES TWO TEXTBOOKS RECOMMENDED  
BY THE CURRICULUM COMMITTEE AND 14  
SOURCES FOR VARIOUS OTHER SUGGESTED  
REFERENCES. A PREFACE PROVIDES A  
RATIONALE FOR THE COURSE CONTENT.  
AN APPENDIX INCLUDES A PROGRESS  
CHART, DRAFTING EXERCISES, A  
SUGGESTED LAYOUT FOR A DRAFTING  
CLASSROOM, A LIST OF SUPPLIES, AND  
SAMPLES OF JOB SHEETS, OPERATIONS  
AND INFORMATION SHEETS AND  
ASSIGNMENT SHEETS. (AG)

## VT 015 278

TOOLS AND THEIR USES. RATE TRAINING  
MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON,  
D.C. BUREAU OF NAVAL PERSONNEL.  
MF AVAILABLE IN VT-ERIC SET.  
NAVPER-10085-R  
SUPERINTENDENT OF DOCUMENTS, UNITED  
STATES GOVERNMENT PRINTING OFFICE,  
WASHINGTON, D.C. 20402 (STOCK NO.  
0502-029-0010, CATALOG NO. D  
20402-14761/2/971, \$1.50)  
PUB DATE - 71 186P.

DESCRIPTORS - INSTRUCTIONAL  
MATERIALS; RESOURCE MATERIALS;  
MACHINE TOOLS; \*MANUALS; \*STUDY  
GUIDES; VOCATIONAL EDUCATION;  
TECHNICAL EDUCATION; \*TRADE AND  
INDUSTRIAL EDUCATION; EQUIPMENT  
MAINTENANCE; SAFETY EDUCATION;  
\*HAND TOOLS

ABSTRACT - DEVELOPED FOR TRAINING  
NAVAL PERSONNEL, THIS MANUAL SHOULD  
HELP THE TRAINEE TO: (1) IDENTIFY  
TOOLS AND FASTENING DEVICES, (2)  
CITE THE SPECIFIC PURPOSES AND USES  
OF EACH TOOL, (3) DESCRIBE THE  
CORRECT OPERATION, CARE, AND  
MAINTENANCE REQUIRED TO KEEP THE  
TOOLS IN PROPER OPERATING  
CONDITION, AND (4) PERFORM ACCURATE  
MEASUREMENTS. THE SEVEN CHAPTERS OF  
THE HANDBOOK ARE: (1) COMMON  
HANDTOOLS, (2) COMMON POWER TOOLS,  
(3) MEASURING TOOLS AND TECHNIQUES,  
(4) FASTENING COMPONENTS AND  
PROCEDURES, (5) GRINDING  
OPERATIONS, (6) METAL CUTTING  
OPERATIONS, AND (7) MISCELLANEOUS  
TASKS. ALSO INCLUDED ARE NUMEROUS  
ILLUSTRATIONS DEPICTING THE SAFE  
AND CORRECT USE OF EQUIPMENT.

(AUTHOR/JS)

VT 015 280

DRYWALL CONSTRUCTION WORKBOOK, PART 2.

CALIFORNIA STATE DEPT. OF  
EDUCATION, SACRAMENTO. BUREAU OF  
INDUSTRIAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 71 328P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL  
EDUCATION; \*CAREER EDUCATION;  
\*BUILDING TRADES; \*WORKBOOKS;  
INSTRUCTIONAL MATERIALS; BUILDING  
MATERIALS; APPRENTICESHIPS;  
SECONDARY GRADES; CURRICULUM  
GUIDES; STUDY GUIDES; SUPPLEMENTARY  
TEXTBOOKS; \*CONSTRUCTION (PROCESS);  
TRAINING OBJECTIVES; INSTRUCTIONAL  
AIDS; VISUAL AIDS; COURSE CONTENT;  
ACTIVITY LEARNING; ACTIVITY UNITS;  
LEARNING ACTIVITIES  
IDENTIFIERS - EMPLOYMENT SKILLS;  
\*DRYWALL CONSTRUCTION; BEGINNING  
COMPETENCE

ABSTRACT - THIS HIGHLY SPECIALIZED  
TRAINING GUIDE WAS DESIGNED UNDER  
THE DIRECTION OF THE CALIFORNIA  
STATE EDUCATIONAL ADVISORY  
COMMITTEE FOR THE DRYWALL TRADE,  
FOR USE BY APPRENTICES IN THE  
DRYWALL TRADES. FIVE STUDY UNITS  
COVER THE COURSE CONTENT OF FRAMING  
THE BUILDING, PLANNING AND  
BLUEPRINT READING, FINISHING THE  
INTERIOR, AND WELDING. THE CONTENT  
OF EACH UNIT IS DETAILED IN LESSON-  
SIZED TOPICS FOR THE STUDENT'S USE  
AND CAN BE USED AS SUPPLEMENTARY  
TEXT, A WORKBOOK, AND A STUDY  
GUIDE. FOR EXAMPLE, THE FIRST UNIT,  
COVERING FRAMING, IS PRESENTED IN  
15 TOPICS EACH CONTAINING TEXT  
MATERIAL ILLUSTRATED WITH LINE  
DRAWINGS, AND A STUDENT SELF-  
TESTING WORKSHEET COVERING THE  
READING. THE TEXT OF THE UNITS ON  
FRAMING INCLUDES INFORMATION ON  
TYPES OF CONSTRUCTION, METHODS,  
MATERIALS AND SPECIFICATION,  
BUILDING CODES, FHA REGULATIONS,  
AND MATERIALS REGULATIONS. A LIST  
OF RECOMMENDED INSTRUCTIONAL  
MATERIALS IS GIVEN. AT THE

LIST OF QUESTIONS ANSWERED WITHIN  
THAT UNIT. THIS DOCUMENT IS A  
REVISION OF VT 011 252, ANNOUNCED  
IN THE SPRING 1971 ISSUE OF AIM.  
(MU)

VT 015 397

AIRFRAME AND POWERPLANT MECHANICS  
POWERPLANT HANDBOOK.

FEDERAL AVIATION ADMINISTRATION,  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
SUPERINTENDENT OF DOCUMENTS, U.S.  
GOVERNMENT PRINTING OFFICE,  
WASHINGTON, D.C. 20402 (\$3.75)  
PUB DATE - 71

DESCRIPTORS - \*AVIATION MECHANICS;  
\*ENGINES; \*TEXTBOOKS; \*TECHNICAL  
EDUCATION; AVIATION TECHNOLOGY;  
POST SECONDARY EDUCATION; MANUALS;  
\*TRADE AND INDUSTRIAL EDUCATION;  
POWER MECHANICS

ABSTRACT - THIS HANDBOOK WILL  
FAMILIARIZE STUDENT MECHANICS WITH  
THE CONSTRUCTION, THEORY OF  
OPERATION, AND MAINTENANCE OF  
AIRCRAFT POWERPLANTS. IT WILL SERVE  
EITHER AS A TEXTBOOK FOR A FORMAL  
COURSE OR AS A GUIDE FOR INDIVIDUAL  
STUDY. THE HANDBOOK EXPLAINS THE  
VARIOUS COMPONENTS IN THE SYSTEMS  
WHICH BRING FUEL, AIR, AND IGNITION  
TOGETHER IN AN AIRCRAFT ENGINE FOR  
COMBUSTION. IT ALSO PROVIDES  
INFORMATION ON: (1) ENGINE  
CONSTRUCTION, (2) LUBRICATION  
SYSTEMS, (3) EXHAUST SYSTEMS, (4)  
COOLING SYSTEMS, (5) CYLINDER  
REMOVAL AND REPLACEMENT, (6)  
COMPRESSION CHECKS, AND (7) VALVE  
ADJUSTMENTS. A RELATED DOCUMENT IS  
AVAILABLE IN AIM VOL. 5 NO. 2 AS VT  
013 467. (RH)

VT 015 404

ZANE, LAWRENCE F.H.  
OPERATING MANUAL FOR I.E. 497  
COOPERATIVE VOCATIONAL EXPERIENCE.

HAWAII UNIV., HONOLULU. DEPT. OF  
CURRICULUM AND INSTRUCTION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 13MAR72 36P.



EDUCATION; \*VOCATIONAL EDUCATION;  
 \*MANUALS; EMPLOYER EMPLOYEE  
 RELATIONSHIP; SCHOOL INDUSTRY  
 RELATIONSHIP; RECORDS (FORMS);  
 \*WORK EXPERIENCE PROGRAMS; \*TEACHER  
 EDUCATION; INDUSTRIAL EDUCATION;  
 PROGRAM DESCRIPTIONS

ABSTRACT - DESCRIBED IN THIS  
 OPERATING MANUAL IS A TEACHER-  
 TRAINING PROGRAM WHICH PROVIDES THE  
 VOCATIONAL TEACHER WITH AN  
 OPPORTUNITY TO GAIN INDUSTRIAL  
 EXPERIENCE AND TO LEARN ABOUT NEW  
 PRODUCTS, NEW EQUIPMENT, AND NEW  
 PROCESSES AS A PART OF HIS TRAINING  
 OR RETRAINING. AMONG THE PROGRAM  
 CHARACTERISTICS DISCUSSED ARE THE  
 RESPONSIBILITIES OF THE EMPLOYER,  
 THE STUDENT, AND THE INSTRUCTOR.  
 THE APPENDIX CONTAINS SAMPLE FORMS  
 INCLUDING WORK AGREEMENTS, WEEKLY  
 REPORTS, APPLICATIONS, AND  
 EVALUATIONS. (JS)

#### VT 015 501

WOOD, RICHARD  
 OPERATION BRIDGE--AN INNOVATIVE,  
 COMPREHENSIVE VOCATIONAL EDUCATION  
 PROGRAM FOR DISADVANTAGED YOUTH.  
 KINDERGARTEN-LEVEL 6.

AIMS COMMUNITY COLL., GREELEY,  
 COLO.  
 MF AVAILABLE IN VT-ERIC SET.  
 CVTE-C00457-A-G  
 PUB DATE - ND 159P.PAES  
 COLLECTION

DESCRIPTORS - ANNOTATED  
 BIBLIOGRAPHIES; \*CAREER EDUCATION;  
 VOCATIONAL EDUCATION;  
 \*DISADVANTAGED YOUTH; ELEMENTARY  
 GRADES; KINDERGARTEN; \*SERVICES;  
 FIELD TRIPS; COMMUNITY RESOURCES;  
 BEHAVIORAL OBJECTIVES; \*LEARNING  
 ACTIVITIES; TEACHING PROCEDURES;  
 UNITS OF STUDY (SUBJECT FIELDS);  
 WORKSHEETS; ILLUSTRATIONS;  
 \*VOCATIONAL DEVELOPMENT;  
 \*OCCUPATIONAL INFORMATION; RESOURCE  
 MATERIALS  
 IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THESE SEVEN  
 INSTRUCTIONAL UNITS FOR  
 KINDERGARTEN AND THE ELEMENTARY

OCCUPATIONS AS PART OF A VOCATIONAL  
 EDUCATION PROGRAM FOR DISADVANTAGED  
 YOUTH. AT EACH GRADE LEVEL, AN  
 INTRODUCTORY RATIONALE, BEHAVIORAL  
 OBJECTIVES, TEACHING PROCEDURES,  
 AND LEARNING ACTIVITIES ARE  
 PROVIDED. MATERIALS LISTS AND  
 STUDENT WORKSHEETS ARE INCLUDED, AS  
 WELL AS A SEPARATE ANNOTATED  
 BIBLIOGRAPHY. TEACHING TECHNIQUES  
 INCLUDE FIELD TRIPS AND THE USE OF  
 COMMUNITY RESOURCES. DEVELOPED BY  
 AN EDUCATOR AT THE UNIVERSITY  
 LEVEL, THESE TEACHING UNITS COVER  
 SCHOOL, FAMILY, AND COMMUNITY  
 WORKERS, IN ADDITION TO INDUSTRIAL  
 TOPICS AND PROFESSIONAL WORKERS.  
 DRAWINGS ILLUSTRATE THE  
 INSTRUCTIONAL MATERIALS. (AG)

#### VT 015 580

COORDINATED VOCATIONAL EDUCATION  
 TRAINING. PRELIMINARY DRAFT.  
 INSTRUCTIONAL MATERIALS VOCATIONAL-  
 RELATED MATH.

OKLAHOMA STATE DEPT. OF VOCATIONAL  
 AND TECHNICAL EDUCATION,  
 STILLWATER.  
 OFFICE OF EDUCATION (DHEW),  
 WASHINGTON, D.C.  
 MF AVAILABLE IN VT-ERIC SET.  
 CVTE-C00338  
 PUB DATE - 71 352P.PAES  
 COLLECTION; DEVELOPMENTS OF THE  
 TRAINING INSTITUTE FOR TEACHERS OF  
 THE HANDICAPPED (DURANT, OKLAHOMA,  
 JULY 5-16, 1971)

DESCRIPTORS - \*VOCATIONAL  
 EDUCATION; BEHAVIORAL OBJECTIVES;  
 \*MATHEMATICAL CONCEPTS; TEACHING  
 PROCEDURES; LEARNING ACTIVITIES;  
 \*INSTRUCTIONAL MATERIALS;  
 WORKSHEETS; STUDENT TESTING; ANSWER  
 KEYS; \*BASIC SKILLS; \*MATHEMATICS  
 CURRICULUM; RESOURCE MATERIALS;  
 HUMANITIES; SKILL DEVELOPMENT;  
 SECONDARY GRADES  
 IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - THIS PRELIMINARY DRAFT  
 OF INSTRUCTIONAL MATERIALS FOR A  
 MATHEMATICS CURRICULUM IN A  
 VOCATIONAL EDUCATION PROGRAM  
 OUTLINES BASIC CONCEPTS IN WHOLE  
 NUMBERS, FRACTIONS, DECIMALS, AND  
 OTHER IDEAS.

CONTAINS GENERAL AND SPECIFIC BEHAVIORAL OBJECTIVES, TEACHING PROCEDURES, AND LEARNING ACTIVITIES. STUDENT WORKSHEETS, INFORMATION SHEETS, TESTS, AND ANSWER KEYS ARE INCLUDED. THE APPENDIXES INCLUDE RESOURCE LISTS AND BEHAVIORAL OBJECTIVES FOR ADDITIONAL MATHEMATICS UNITS. THIS INSTRUCTIONAL GUIDE WAS DEVELOPED AT A WORKSHOP FUNDED BY THE EDUCATION PROFESSIONS DEVELOPMENT ACT (EPDA) AND WRITTEN BY TEACHERS, VOCATIONAL CONSULTANTS, AND OTHER EDUCATORS. (AG)

VT 015 614

THOMAS, DICK  
ELECTRICITY--ELECTRONICS COURSE OF STUDY. GRADES 9-12.

DAVID DOUGLAS PUBLIC SCHOOLS,  
PORTLAND, OREG.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

DEG-70-5187(361)

CVTE-C00466

PUB DATE - ND 38P.PAES  
COLLECTION

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*ELECTRONICS; \*TRADE AND INDUSTRIAL  
EDUCATION; \*SECONDARY GRADES;  
\*COURSE DESCRIPTIONS; REFERENCE  
MATERIALS; EDUCATIONAL OBJECTIVES;  
INSTRUCTIONAL AIDS; TESTING; REVIEW  
(REEXAMINATION); INSTRUCTIONAL  
MATERIALS  
IDENTIFIERS - CAREER AWARENESS;  
BEGINNING COMPETENCE

ABSTRACT - THIS CURRICULUM GUIDE FOR VOCATIONAL EDUCATION COURSES IN ELECTRONICS FOR GRADES 9 THROUGH 12 PROVIDES GENERAL DESCRIPTIONS AND SPECIFIC OUTLINES OF FOUR HIGH SCHOOL ELECTRONICS COURSES. REFERENCE LISTS, COURSE OBJECTIVES, UNIT SUBDIVISIONS, AND TIME SPANS ARE GIVEN FOR EACH COURSE. EACH COURSE CONTAINS A SECTION FOR REVIEW AND TESTING. WRITTEN BY TWO ELECTRONICS INSTRUCTORS WITH THE HELP OF A VOCATIONAL ELECTRONICS ADVISORY COMMITTEE AND THE OREGON STATE BOARD OF EDUCATION, THE GUIDE INCLUDES AN INTRODUCTION AND

GENERAL CONSIDERATIONS. THIS UNIT MAKES UP PART OF PROJECT VIGOR, OREGON'S FEDERAL EXEMPLARY PROGRAM IN CAREER EDUCATION. (AG)

VT 015 629

METALWORKING. TEACHER'S GUIDE. A UNIT IN PREVOCATIONAL EDUCATION.

SOUTH CAROLINA STATE DEPT. OF  
EDUCATION, COLUMBIA. OFFICE OF  
VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

CVTE-C00415

PUB DATE - JUN71 47P.PAES  
COLLECTION

DESCRIPTORS - UNIT PLAN; \*UNITS OF STUDY (SUBJECT FIELDS); \*LESSON PLANS; BEHAVIORAL OBJECTIVES; \*METAL WORKING OCCUPATIONS; SHEET METAL WORK; WELDERS; SECONDARY GRADES; OCCUPATIONAL INFORMATION; TEACHING PROCEDURES; WORKSHEETS; \*TEACHING GUIDES; INSTRUCTIONAL MATERIALS; FIELD TRIPS; EDUCATIONAL EQUIPMENT; \*LEARNING ACTIVITIES  
IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS ROUGH DRAFT OF A TEACHING GUIDE ON METALWORKING OCCUPATIONS CONTAINS AN INTRODUCTORY RATIONALE AND 21 "HANDS-ON" LEARNING ACTIVITIES INVOLVING MACHINE SHOP, SHEET METAL, AND WELDING. WORKSHEETS AND LISTS OF EQUIPMENT WITH COSTS ARE PROVIDED. TWO FIELD TRIPS ARE INCLUDED. STUDENTS WILL LEARN HOW TO READ SIMPLE BLUEPRINTS AND HOW TO USE BASIC TOOLS. EACH ACTIVITY CONTAINS AN OBJECTIVE, MATERIALS LISTS, AND TEACHING PROCEDURES. (AG)

VT 015 631

WRIGHT, JAMES E.  
BUILDING CONSTRUCTION. TEACHER'S GUIDE. A UNIT IN PREVOCATIONAL EDUCATION.

SOUTH CAROLINA STATE DEPT. OF  
EDUCATION, COLUMBIA. OFFICE OF  
VOCATIONAL EDUCATION.; CLEMSON  
UNIV., S.C. VOCATIONAL EDUCATION  
MEDIA CENTER.

MF AVAILABLE IN VT-ERIC SET.

CVTE-C00415

PUB DATE - JUN71 57P.PAES  
COLLECTION

DESCRIPTORS - \*UNITS OF STUDY (SUBJECT FIELDS); \*LESSON PLANS; \*TEACHING GUIDES; \*BUILDING TRADES; CONSTRUCTION INDUSTRY; OCCUPATIONAL INFORMATION; BEHAVIORAL OBJECTIVES; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; REFERENCE MATERIALS; LEARNING ACTIVITIES; JOB SKILLS; TEACHING PROCEDURES; EDUCATIONAL EQUIPMENT; VISUAL AIDS; TEACHING TECHNIQUES  
IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS ROUGH DRAFT FOR A TEACHING GUIDE ON BUILDING CONSTRUCTION, WRITTEN BY A TEACHER, CONTAINS AN INTRODUCTORY RATIONALE AND 16 LEARNING ACTIVITIES FOCUSING ON CARPENTRY, PLUMBING, HOUSEWIRING, AND BRICKLAYING. EACH ACTIVITY CONTAINS A BEHAVIORAL OBJECTIVE, EQUIPMENT AND MATERIALS LISTS, AND TEACHING PROCEDURES. TRANSPARENCIES AND DIAGRAMS ILLUSTRATE THE TEXT. TEACHING TECHNIQUES INCLUDE THE USE OF AUDIOVISUAL AIDS, DISCUSSIONS, DEMONSTRATIONS, AND "HANDS-ON" PROJECTS. RESOURCE AND REFERENCES LISTS COMPLETE THE UNIT. (AG)

VT 015 632

SANDERS, HARRY E.  
POWER MECHANICS. TEACHER'S GUIDE. A UNIT IN PREVOCATIONAL EDUCATION.

TRI-COUNTY TECH SCHOOL, COPE, S.C.; SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

CVTE-C00415

PUB DATE - JUN71 98P.PAES  
COLLECTION

DESCRIPTORS - \*UNITS OF STUDY (SUBJECT FIELDS); \*LESSON PLANS; \*AUTO MECHANICS (OCCUPATION); \*POWER MECHANICS; \*TEACHING GUIDES; OCCUPATIONAL INFORMATION; BEHAVIORAL OBJECTIVES; TEACHING PROCEDURES; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS;

REFERENCE MATERIALS; VISUAL AIDS; EQUIPMENT; TRADE AND INDUSTRIAL EDUCATION  
IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS ROUGH DRAFT OF A TEACHING GUIDE ON POWER MECHANICS, WRITTEN BY A MECHANICS INSTRUCTOR, FOCUSES ON AUTO MECHANICS BY MEANS OF 12 LEARNING ACTIVITIES. A WIDE VARIETY OF DIAGRAMS ILLUSTRATE THE TEXT. EACH ACTIVITY INCLUDES A BEHAVIORAL OBJECTIVE, EQUIPMENT AND MATERIALS LISTS, AND TEACHING PROCEDURES. TEACHING TECHNIQUES INCLUDE FIELD TRIPS, RESEARCH, USE OF AUDIOVISUAL AIDS, DISCUSSIONS, AND "HANDS-ON" LEARNING EXPERIENCES. THE INTRODUCTORY RATIONALE BRIEFLY DESCRIBES CAREER OPPORTUNITIES IN POWER MECHANICS. RESOURCE AND REFERENCE LISTS COMPLETE THE UNIT. (AG)

VT 015 635

STABLER, NICK  
GRAPHIC ARTS. TEACHER'S GUIDE. A UNIT IN PREVOCATIONAL EDUCATION.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

CVTE-C00415

PUB DATE - JUN71 38P.PAES  
COLLECTION

DESCRIPTORS - \*UNITS OF STUDY (SUBJECT FIELDS); \*LESSON PLANS; \*LEARNING ACTIVITIES; \*TEACHING GUIDES; BEHAVIORAL OBJECTIVES; TEACHING TECHNIQUES; TEACHING PROCEDURES; VISUAL AIDS; COMMUNICATIONS; RESOURCE MATERIALS; BUSINESS EDUCATION; \*GRAPHIC ARTS; PRINTING; INSTRUCTIONAL MATERIALS; COSTS; FIELD TRIPS  
IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS ROUGH DRAFT OF A TEACHING GUIDE WRITTEN BY A TEACHER ON GRAPHIC ARTS WILL DIRECT THE STUDENT TOWARD ADVANCED WORK IN VOCATIONAL EDUCATION AND ALLOW EXPLORATION OF CAREER OPPORTUNITIES IN GRAPHIC ARTS. THE UNIT INCLUDES

20 LEARNING ACTIVITIES WITH BEHAVIORAL OBJECTIVES, EQUIPMENT AND MATERIALS LISTS, AND TEACHING PROCEDURES. DIAGRAMS ILLUSTRATE THE TEXT. RESOURCE LISTS WITH COSTS COMPLETE THE GUIDE. TEACHING TECHNIQUES INCLUDE DISCUSSION, A FIELD TRIP, "HANDS-ON" EXPERIENCES, AND THE USE OF AUDIOVISUAL AIDS. (AG)

VT 015 636

MORGAN, BOBBY  
AIR CONDITIONING AND REFRIGERATION. TEACHER'S GUIDE. A UNIT IN PREVOCATIONAL EDUCATION.

DILLON AREA VOCATIONAL CENTER, S.C.; SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

CVTE-C00415

PUB DATE - JUN71 71P.PAES  
COLLECTION

DESCRIPTORS - \*CAREER EDUCATION; EDUCATIONAL EQUIPMENT; \*TEACHING GUIDES; LEARNING ACTIVITIES; PROGRAM COSTS; VISUAL AIDS; FIELD TRIPS; TEACHING PROCEDURES; EDUCATIONAL OBJECTIVES; \*CAREER OPPORTUNITIES; REFERENCE MATERIALS; SECONDARY GRADES; RESOURCE MATERIALS; \*UNITS OF STUDY (SUBJECT FIELDS); \*AIR CONDITIONING; REFRIGERATION; INSTRUCTIONAL AIDS; OCCUPATIONAL INFORMATION  
IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS ROUGH DRAFT OF AN INSTRUCTIONAL UNIT ON AIR CONDITIONING AND REFRIGERATION INCLUDES AN INTRODUCTORY RATIONALE AND 27 LEARNING ACTIVITIES. DIAGRAMS AND DRAWINGS ILLUSTRATE THE TEXT, WRITTEN BY A TEACHER. EACH ACTIVITY CONTAINS AN OBJECTIVE, EQUIPMENT AND MATERIALS LISTS, TEACHING PROCEDURES, AND REFERENCE MATERIALS. VOCATIONAL OPPORTUNITIES ARE DISCUSSED, AND FOUR INSTRUCTIONAL TRIPS ARE INCLUDED IN THE ACTIVITIES. A LIST OF COURSE COSTS COMPLETES THE UNIT. (AG)

VT 015 638

STEADMAN, JERRY  
MECHANICAL DRAWING. TEACHER'S GUIDE. A UNIT IN PREVOCATIONAL EDUCATION.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

CVTE-C00415

PUB DATE - JUN71 17P.PAES  
COLLECTION

DESCRIPTORS - \*CAREER EDUCATION; INDUSTRIAL EDUCATION; \*DRAFTING; PREVOCATIONAL EDUCATION; VISUAL AIDS; TEACHING GUIDES; TEACHING PROCEDURES; EDUCATIONAL OBJECTIVES; RESOURCE MATERIALS; INSTRUCTIONAL MATERIALS; \*EDUCATIONAL EQUIPMENT; \*ENGINEERING DRAWING; CONSTRUCTION (PROCESS); WORKSHEETS; UNIT PLAN; REFERENCE MATERIALS; \*LEARNING ACTIVITIES  
IDENTIFIERS - BEGINNING COMPETENCE

ABSTRACT - THIS ROUGH DRAFT FOR AN INSTRUCTIONAL UNIT ON BASIC MECHANICAL DRAWING PROVIDES A BASIS FOR LEARNING DRAFTING. TEN CLASS ACTIVITIES GIVE TIME SPANS, OBJECTIVES, MATERIALS, AND TEACHING PROCEDURES. AN INTRODUCTORY RATIONALE DESCRIBES VOCATIONAL OPPORTUNITIES IN DRAFTING. AN EQUIPMENT LIST AND FIVE WORKSHEETS COMPLETE THE UNIT, WRITTEN BY A TEACHER. (AG)

VT 015 639

HICKS, BILL  
ELECTRICITY. TEACHER'S GUIDE. A UNIT IN PREVOCATIONAL EDUCATION.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

CVTE-C00415

PUB DATE - JUN71 49P.PAES  
COLLECTION

DESCRIPTORS - \*CAREER EDUCATION; \*LEARNING ACTIVITIES; CAREER OPPORTUNITIES; FIELD TRIPS; OBJECTIVES; \*ELECTRIC CIRCUITS; INSTRUCTIONAL AIDS; ELECTRICITY;

\*UNITS OF STUDY (SUBJECT FIELDS);  
TEACHING PROCEDURES; EQUIPMENT;  
COSTS; RESOURCE MATERIALS;  
\*INDUSTRIAL ARTS; SECONDARY GRADES  
IDENTIFIERS - BEGINNING COMPETENCE;  
CAREER AWARENESS

ABSTRACT - THIS ROUGH DRAFT OF A  
30-HOUR BEGINNING INSTRUCTIONAL  
UNIT ON ELECTRICITY PRESENTS CAREER  
INFORMATION AND 25 LEARNING  
ACTIVITIES INVOLVING THE ASSEMBLY  
OF ELECTRIC CIRCUITS. EACH "HANDS-  
ON" ACTIVITY INCLUDES A PERFORMANCE  
OBJECTIVE, EQUIPMENT AND MATERIALS  
LISTS, AND TEACHING PROCEDURES.  
DIAGRAMS AND DRAWINGS ILLUSTRATE  
THE TEXT, WHICH WAS WRITTEN BY A  
TEACHER. FIELD TRIPS AND RESOURCE  
SPEAKERS PROVIDE OPPORTUNITIES FOR  
VOCATIONAL ORIENTATION. A LIST OF  
TOOLS AND EQUIPMENT WITH COSTS  
COMPLETES THE UNIT. (AG)

VT 015 641

FINLEY, JUNE C.  
COSMETOLOGY. TEACHER'S GUIDE. A  
UNIT IN PREVOCATIONAL EDUCATION.

SOUTH CAROLINA STATE DEPT. OF  
EDUCATION, COLUMBIA. OFFICE OF  
VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

CVTE-C00415

PUB DATE - JUN71 52P.PAFS  
COLLECTION

DESCRIPTORS - VOCATIONAL EDUCATION;  
OCCUPATIONAL INFORMATION; TEACHING  
PROCEDURES; BEHAVIORAL OBJECTIVES;  
\*COSMETOLOGY; \*TEACHING GUIDES;  
LESSON PLANS; FIELD TRIPS; HUMAN  
SERVICES; \*RESOURCE MATERIALS;  
TEXTBOOKS; \*UNITS OF STUDY (SUBJECT  
FIELDS); LEARNING ACTIVITIES;  
VISUAL AIDS; COSTS  
IDENTIFIERS - CAREER AWARENESS;  
BEGINNING COMPETENCE

ABSTRACT - THIS ROUGH DRAFT OF A  
TEACHING GUIDE WRITTEN BY A TEACHER  
FOR A 30-DAY CAREER EXPLORATION  
UNIT ON COSMETOLOGY PRESENTS 29  
LEARNING ACTIVITIES, AN  
INTRODUCTORY RATIONALE, AND A  
MATERIALS LIST WITH COSTS. TWO  
FIELD TRIPS AND TRANSPARENCIES ARE  
INCLUDED IN ADDITION TO THE "HANDS-

ON" ACTIVITIES. EACH ACTIVITY  
CONTAINS BEHAVIORAL OBJECTIVES,  
EQUIPMENT AND MATERIALS LISTS, AND  
TEACHING PROCEDURES. THE TEACHING  
TECHNIQUES INCLUDE THE USE OF  
VISUAL AIDS, DISCUSSION,  
EXPLANATION, AND DEMONSTRATION OF  
INSTRUCTIONAL AIDS. CHAPTERS FROM A  
TEXTBOOK ON COSMETOLOGY ARE  
REVIEWED IN THE LESSONS. (AG)

VT 015 653

SERVICE STATION ATTENDANT.  
INSTRUCTOR'S BOOK. HOW TED LEARNED  
HIS JOB IN A SERVICE STATION.  
ACCENT/JOB MODELS.

FOLLETT EDUCATIONAL CORP., CHICAGO,  
ILL. EDUCATIONAL OPPORTUNITIES DIV.  
DOCUMENT NOT AVAILABLE FROM EDRS.

CVTE-717

FOLLETT PUBLISHING COMPANY, 1010 W.  
WASHINGTON BLVD., CHICAGO, ILLINOIS  
60607 (\$2.00)

PUB DATE - 68 35P.PAFS  
COLLECTION

DESCRIPTORS - ANSWER KEYS; REVIEW  
(REEXAMINATION); VOCATIONAL  
INTERESTS; VISUAL AIDS; WORKSHEETS;  
SALES WORKERS; \*DISADVANTAGED  
YOUTH; \*MONEY MANAGEMENT; \*TEACHING  
PROCEDURES; \*SERVICE OCCUPATIONS;  
\*TEXTBOOKS; VOCATIONAL EDUCATION;  
BASIC SKILLS; SECONDARY GRADES  
IDENTIFIERS - \*SERVICE STATION  
ATTENDANTS; CAREER AWARENESS;  
EDUCATIONAL AWARENESS

ABSTRACT - THIS TEXTBOOK PROVIDES A  
"JOB MODEL" OF A SERVICE STATION  
ATTENDANT AS A TEACHER'S GUIDE FOR  
STUDENT ACTIVITIES WHICH DEVELOP  
BASIC COMPUTATIONAL AND  
COMMUNICATIVE SKILLS IN THE CONTEXT  
OF A JOB SITUATION. INTENDED TO  
STIMULATE VOCATIONAL INTERESTS IN  
INNER-CITY STUDENTS, FOUR READING  
SECTIONS AND ONE REVIEW SECTION  
PROVIDE STUDENT EXERCISES WITH  
ANSWER KEYS, FOCUSING ON THE SALES  
AND MONEY MANAGEMENT ASPECTS OF GAS  
STATION WORK. TEACHING PROCEDURES  
ARE DESCRIBED, SUMMARIZING THE  
LEARNING SITUATION, MAIN IDEAS, AND  
CLASS PREPARATION FOR EACH SECTION.  
PHOTOGRAPHS AND SAMPLE WORK FORMS  
ILLUSTRATE THE TEXT. (AG)



VT 015 710 ED 063 503  
 ALLEN, THOMAS R., JR.  
 COOPERATIVE VOCATIONAL EDUCATION  
 COORDINATOR'S HANDBOOK. VOLUME II,  
 OPERATION AND ADMINISTRATION.

MARSHALL UNIV., HUNTINGTON, W.VA.  
 DEPT. OF VOCATIONAL-TECHNICAL  
 EDUCATION.  
 EDRS PRICE MF-\$0.65 HC-\$3.29.  
 PUB DATE - 72 72P.

DESCRIPTORS - \*COOPERATIVE  
 EDUCATION; \*PROGRAM GUIDES; PROGRAM  
 PLANNING; \*PROGRAM ADMINISTRATION;  
 \*PROGRAM COORDINATION; SECONDARY  
 EDUCATION; ADULT EDUCATION;  
 LEGISLATION; RESEARCH NEEDS;  
 ADVISORY COMMITTEES; YOUTH CLUBS;  
 \*PROGRAM EVALUATION; CHECK LISTS  
 IDENTIFIERS - BEGINNING COMPETENCE

ABSTRACT - DEVELOPED AS THE SECOND  
 PART OF A 2-VOLUME PROGRAM GUIDE,  
 THIS DOCUMENT SHOULD BE OF  
 PARTICULAR INTEREST TO COORDINATORS  
 AND ADMINISTRATORS OF COOPERATIVE  
 VOCATIONAL EDUCATION PROGRAMS ON  
 BOTH THE SECONDARY AND POST  
 SECONDARY LEVELS. MAJOR SECTIONS OF  
 THE GUIDE ARE: (1) PLANNING  
 ACTIVITIES FOR COOPERATIVE  
 VOCATIONAL EDUCATION PROGRAMS, (2)  
 ADVISORY COMMITTEE, (3) YOUTH  
 ORGANIZATIONS, (4) EXISTING  
 VOCATIONAL YOUTH ORGANIZATIONS, (5)  
 ADULT EDUCATION, (6) FEDERAL AND  
 STATE LAWS, AND (7) PROVIDING FOR  
 RESEARCH IN COOPERATIVE VOCATIONAL  
 EDUCATION. CHECKLISTS FOR THE  
 EVALUATION OF COOPERATIVE PROGRAMS  
 AND RELATED SECTIONS OF THE WEST  
 VIRGINIA STATE PLAN ARE ALSO  
 INCLUDED. VOLUME I OF THIS PROGRAM  
 GUIDE IS AVAILABLE AS VT 015 711,  
 IN THIS ISSUE. (JS)

VT 015 711 ED 063 504  
 ALLEN, THOMAS R., JR.  
 COOPERATIVE VOCATIONAL EDUCATION  
 COORDINATOR'S HANDBOOK. VOLUME I.

MARSHALL UNIV., HUNTINGTON, W.VA.  
 DEPT. OF VOCATIONAL-TECHNICAL  
 EDUCATION.  
 EDRS PRICE MF-\$0.65 HC-\$6.58.  
 PUB DATE - 72 103P.

DESCRIPTORS - \*COOPERATIVE  
 EDUCATION; \*PROGRAM GUIDES;  
 EDUCATIONAL PHILOSOPHY; EDUCATIONAL  
 OBJECTIVES; TEACHING METHODS;  
 TEACHER ROLE; \*INSTRUCTOR  
 COORDINATORS; OCCUPATIONAL  
 GUIDANCE; \*PROGRAM COORDINATION;  
 PUBLIC RELATIONS; SECONDARY  
 EDUCATION; POST SECONDARY  
 EDUCATION; \*PROGRAM PLANNING  
 IDENTIFIERS - BEGINNING COMPETENCE

ABSTRACT - DEVELOPED AS THE FIRST  
 PART OF A 2-VOLUME PROGRAM GUIDE,  
 THIS DOCUMENT SHOULD BE USEFUL TO  
 PLANNERS OF COOPERATIVE VOCATIONAL  
 EDUCATION PROGRAMS IN BOTH THE  
 SECONDARY AND POST-SECONDARY  
 EDUCATION LEVELS. DISCUSSED IN THE  
 PROGRAM GUIDE ARE: (1) THE  
 PHILOSOPHY AND OBJECTIVES OF  
 COOPERATIVE VOCATIONAL EDUCATION,  
 (2) THE ROLE OF THE TEACHER-  
 COORDINATOR, (3) TEACHING  
 REQUIREMENTS, (4) THE FUNCTIONS OF  
 GUIDANCE, (5) COORDINATION  
 ACTIVITIES, AND (6) PUBLIC  
 RELATIONS TECHNIQUES. SAMPLES OF  
 MATERIALS DEALING WITH STUDENT'S  
 APPLICATION AND PLACEMENT, INTEREST  
 QUESTIONNAIRE, WEEKLY PRODUCTION  
 REPORT, AND INSTRUCTOR'S COMMUNITY  
 SURVEY, TRAINING PLAN, AND  
 COORDINATION RECORD ARE INCLUDED.  
 VOLUME II OF THIS PROGRAM GUIDE IS  
 AVAILABLE AS VT 015 710, IN THIS  
 ISSUE. (JS)

VT 015 755 ED 064 497  
 PRE-INDUSTRIAL PREPARATION PROGRAM  
 HANDBOOK. VOCATIONAL-TECHNICAL  
 EDUCATION.

HAWAII STATE DEPT. OF EDUCATION,  
 HONOLULU. OFFICE OF INSTRUCTIONAL  
 SERVICES.

EDRS PRICE MF-\$0.65 HC-\$6.58.  
 TAC-72-4520  
 PUB DATE - MAY 72 134P.

DESCRIPTORS - \*VOCATIONAL  
 EDUCATION; \*TECHNICAL EDUCATION;  
 \*INSTRUCTIONAL MATERIALS; \*PROGRAM  
 GUIDES; PROGRAM ADMINISTRATION;  
 VERBAL ABILITY; SCIENTIFIC  
 METHODOLOGY; MATHEMATICAL  
 EXPERIENCE; SECONDARY GRADES;

\*OCCUPATIONAL INFORMATION; SKILL DEVELOPMENT; ADMINISTRATIVE PRINCIPLES; EDUCATIONALLY DISADVANTAGED; \*PREVOCATIONAL EDUCATION IDENTIFIERS - \*PROGRAM IMPLEMENTATION

ABSTRACT - DEVELOPED IN A WORKSHOP BY PRINCIPALS, COUNSELORS, AND TEACHERS, THIS HANDBOOK IS DESIGNED TO SERVE AS A GUIDE FOR PROGRAM IMPLEMENTATION AND TO PRESENT AN ORIENTATION TO THE PRE-INDUSTRIAL PREPARATION PROGRAM. THE PRIMARY GOAL OF THE PROGRAM IS TO HELP ACADEMICALLY DEPRIVED STUDENTS IMPROVE THEIR BASIC VERBAL, SCIENTIFIC, AND MATHEMATICAL SKILLS BY CORRELATING THE SPECIFIC OCCUPATIONAL EXPERIENCES TO THESE ACADEMIC SKILLS. THREE NEW SUBPROGRAMS ARE OFFERED TO STUDENTS: (1) TO TAKE EMPLOYMENT AT ENTRY-LEVEL JOBS ON GRADUATION, (2) TO MOVE TOWARD OCCUPATIONAL SPECIALIZATION AT COMMUNITY COLLEGES, TRADE AND TECHNICAL SCHOOLS, OR IN APPRENTICESHIPS, AND (3) TO CONTINUE ON INTO PREPARATION FOR PROFESSIONS. SAMPLE OCCUPATIONAL UNITS OF INSTRUCTION ARE INCLUDED IN THE AREAS OF: (1) BUSINESS, (2) PERSONAL/PUBLIC SERVICE, (3) FOOD SERVICE, (4) CONSTRUCTION/CIVIL TECHNOLOGY, (5) ELECTRICAL/ELECTRONICS, (6) MECHANICAL, AND (7) GRAPHIC ARTS. LISTS OF STANDARD TOOLS AND EQUIPMENT, SAMPLE PLANS FOR IMPLEMENTATION, TASK ANALYSIS INFORMATION, A PROGRAM EVALUATION INSTRUMENT, COURSES OF STUDY, AND A BEHAVIOR DESCRIPTION SCALE ARE APPENDED. (GEB)

VT 015 808

AUTO MECHANICS. PREVOCATIONAL FEEDER PROGRAM FOR GRADES 7 AND 8.

EASTON PUBLIC SCHOOLS, SOUTH EASTON, MASS.

MF AVAILABLE IN VT-ERIC SET.

CVTE-000046-X-CCEM

PUB DATE - ND 59P.PAES COLLECTION

DESCRIPTORS - GRADE 7; GRADE 8;

\*AUTO MECHANICS (OCCUPATION); \*TRADE AND INDUSTRIAL EDUCATION; \*OCCUPATIONAL INFORMATION; \*TEACHING GUIDES; RESOURCE MATERIALS; BEHAVIORAL OBJECTIVES; \*PERFORMANCE CONTRACTS; BIBLIOGRAPHIES; CAREER CHOICE; LEARNING ACTIVITIES IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS GUIDE FOR AN ORIENTATION COURSE ON AUTO MECHANICS FOR GRADES 7 AND 8, DEVELOPED BY THREE INDUSTRIAL OCCUPATIONS TEACHERS AND TWO ADMINISTRATORS, PROVIDES A RATIONALE AND OCCUPATIONAL INFORMATION ENABLING THE STUDENT TO DECIDE IF HE WANTS TO PURSUE THIS VOCATIONAL AREA FURTHER. A BIBLIOGRAPHY AND RESOURCE LISTS ARE INCLUDED, AS WELL AS INFORMATION ON JOB CATEGORIES AND WORKING CONDITIONS. LISTS OF BEHAVIORAL OBJECTIVES CORRELATED TO PERFORMANCE CONTRACTS SUPPLEMENT THE UNIT. LEARNING ACTIVITIES ARE GIVEN FOR EACH CONTRACT. (AG)

VT 015 941

VOCATIONAL EDUCATION PROGRAM OF STUDIES. TRANSPORTATION CLUSTER, VOLUME I-VII.

PENNSYLVANIA STATE DEPT. OF JUSTICE, HARRISBURG. BUREAU OF CORRECTION.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

CVTE-000557-X-CCEM

PUB DATE - 01JAN71 768P.PAES COLLECTION

DESCRIPTORS - \*OCCUPATIONAL CLUSTERS; \*TRANSPORTATION; \*TRADE AND INDUSTRIAL EDUCATION; BASIC SKILLS; TECHNICAL OCCUPATIONS; \*TEACHING GUIDES; INTEGRATED CURRICULUM; CONCEPTUAL SCHEMES; RESOURCE MATERIALS; \*MECHANICAL EQUIPMENT; BIBLIOGRAPHIES; TEACHING PROCEDURES; INDIVIDUALIZED INSTRUCTION; BEHAVIORAL OBJECTIVES; PERFORMANCE CRITERIA; TIME BLOCKS; SECONDARY GRADES IDENTIFIERS - ELEMENTARY AND SECONDARY EDUCATION ACT TITLE I;

CAREER AWARENESS; ESEA TITLE I;  
BEGINNING COMPETENCE; EMPLOYMENT  
SKILLS

ABSTRACT - THIS INSTRUCTIONAL UNIT CONSISTS OF SEVEN TEACHING GUIDES COVERING OCCUPATIONAL CLUSTERS IN TRANSPORTATION INDUSTRIES, SUCH AS AUTOMOTIVE SERVICES AND FARM EQUIPMENT. THESE PRIMARILY TECHNICAL MATERIALS FOR AN INTEGRATED CURRICULUM ARE INTENDED TO PROVIDE STUDENTS WITH ENTRY LEVEL SKILLS IN THE TRANSPORTATION AREAS. EACH SEPARATE GUIDE, GEARED FOR INDIVIDUALIZED INSTRUCTION, IS BROKEN DOWN INTO 20 UNITS WITH LESSON PLANS, GIVING 120 CLASSROOM HOURS OF INSTRUCTION. EACH LESSON STATES THE SUBJECT AREA, A BEHAVIORAL OBJECTIVE, LISTS OF RESOURCES, REFERENCES, AND EQUIPMENT, TOGETHER WITH TEACHING PROCEDURES AND GENERALIZATIONS. TECHNICAL CONCEPTS AND DEVELOPMENTAL IDEAS IN RELATED AREAS SUCH AS SCIENCE, MATH, COMMUNICATIONS, AND SOCIAL STUDIES ARE PRESENTED IN THREE-COLUMN FORMAT. LEARNING ACTIVITIES, QUESTIONS TO USE AS EVALUATION GUIDELINES, AND SUGGESTED TIME BLOCKS ARE PROVIDED. A BIBLIOGRAPHY COMPLETES EACH GUIDE. (AG)

VT 015 947

DIVERSIFIED COOPERATIVE TRAINING. COURSE OUTLINE. AUTHORIZED COURSE OF INSTRUCTION FOR THE QUINMESTER PROGRAM.

DADE COUNTY PUBLIC SCHOOLS, MIAMI, FLA. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 71 70P.

DESCRIPTORS - \*COOPERATIVE EDUCATION; \*VOCATIONAL EDUCATION; GRADE 11; GRADE 12; \*INDIVIDUALIZED INSTRUCTION; BEHAVIORAL OBJECTIVES; TEACHING TECHNIQUES; OCCUPATIONAL CHOICE; VOCATIONAL INTERESTS; INSTRUCTIONAL AIDS; SKILLED OCCUPATIONS; \*INDUSTRIAL EDUCATION; BUSINESS EDUCATION; PROGRAM DESCRIPTIONS; LEARNING ACTIVITIES IDENTIFIERS - CAREER AWARENESS;

ECONOMIC AWARENESS; BEGINNING  
COMPETENCE

ABSTRACT - THESE THREE UNITS OF STUDY MAKING UP 45-HOUR INTRODUCTORY COURSES FOR GRADES 11 AND 12 IN COOPERATIVE VOCATIONAL EDUCATION INCLUDE AN OVERVIEW OF OCCUPATIONS IN BUSINESS AND INDUSTRY FOR USE WITH THE COURSE ON THE HISTORY AND CONCEPTS OF VOCATIONAL EDUCATION AND A MORE ADVANCED COURSE OUTLINING STEP-BY-STEP TRAINING PROGRAMS FOR INDIVIDUALIZED JOB INSTRUCTION. THIS COURSE ON OCCUPATIONAL SKILLS SPECIFICALLY RELATES CLASSROOM TRAINING TO ON-THE-JOB EXPERIENCE. DEVELOPED BY INSTRUCTIONAL AND SUPERVISORY PERSONNEL, AN ADVISORY COMMITTEE, AND THE VOCATIONAL TEACHER EDUCATION SERVICE, THE UNITS HAVE BEEN APPROVED BY THE DADE COUNTY VOCATIONAL CURRICULUM COMMITTEE. TEACHING TECHNIQUES INCLUDE ROLE PLAYING, LECTURES, DISCUSSIONS, DEMONSTRATIONS, AND THE USE OF AUDIOVISUAL AIDS. INDIVIDUAL PROJECTS, FIELD TRIPS, AND BUZZ SESSIONS ARE ALSO SUGGESTED. EACH COURSE CONTAINS A CURRICULUM DESCRIPTION, PREFACE, GENERAL AND SPECIFIC PERFORMANCE OBJECTIVES, A BIBLIOGRAPHY AND A SAMPLE POST TEST WITH AN ANSWER KEY. THE UNIT SUBTOPICS GIVE SUGGESTED TIME ALLOTMENTS. (AG)

VT 015 952

INDUSTRIAL ELECTRONICS. COURSE OUTLINE. AUTHORIZED COURSE OF INSTRUCTION FOR THE QUINMESTER PROGRAM.

DADE COUNTY PUBLIC SCHOOLS, MIAMI, FLA. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 71 203P.

DESCRIPTORS - \*INDUSTRIAL EDUCATION; INDEPENDENT STUDY; \*TEACHING GUIDES; TEACHING TECHNIQUES; CURRICULUM GUIDES; INSTRUCTIONAL AIDS; POST TESTING; ANSWER KEYS; BIBLIOGRAPHIES; ELECTRIC CIRCUITS; \*ELECTRONICS; \*COURSE DESCRIPTIONS; \*UNITS OF

## STUDY (SUBJECT FIELDS)

IDENTIFIERS - BEGINNING COMPETENCE;  
LABORATORY EXPERIMENTS; BEHAVIORAL  
OBJECTIVES

ABSTRACT - THIS COURSE OUTLINE PROVIDES SEVEN SEPARATE UNITS IN INDUSTRIAL ELECTRONICS ON BEGINNING AND ADVANCED LEVELS FOR ELECTRONIC SYSTEMS, ELECTRICITY, AND ELECTRICAL CIRCUITS. DEVELOPED BY INSTRUCTIONAL AND SUPERVISORY PERSONNEL IN ELECTRONICS, AN ADVISORY COMMITTEE, AND THE VOCATIONAL EDUCATION TEACHER SERVICE, WITH THE APPROVAL OF THE DADE COUNTY VOCATIONAL CURRICULUM COMMITTEE, THE UNITS INCLUDE COURSE DESCRIPTIONS, PREFACES, GENERAL AND SPECIFIC PERFORMANCE OBJECTIVES, BIBLIOGRAPHIES, AND POST TESTS WITH ANSWER KEYS. RELATED LABORATORY EXPERIMENTS ARE COVERED. TEACHING TECHNIQUES EMPLOYED FOR THE UNITS INCLUDE DEMONSTRATIONS, LECTURES, LABORATORY ASSIGNMENTS, AND THE USE OF AUDIOVISUAL AIDS. MOST UNITS SPECIFY THEIR COURSE LENGTH AS 135 CLASSROOM HOURS, BROKEN DOWN INTO TIME ALLOTMENTS FOR EACH TOPIC. INDEPENDENT STUDY IS OFFERED AS A COURSE TO THOSE STUDENTS WISHING TO SPECIALIZE IN A PARTICULAR AREA OF ELECTRONICS. (AG)

## VT 015 963

AUTO ASSEMBLY JOBS. WORLD OF WORK.

WISCONSIN STATE DEPT. OF INDUSTRY, LABOR AND HUMAN RELATIONS, MADISON.; WISCONSIN STATE EMPLOYMENT SERVICE, MADISON. OCCUPATIONAL ANALYSIS FIELD CENTER.  
MF AVAILABLE IN VT-ERIC SET.  
SER-60-12-71-WS-3176  
PUB DATE - ND 67P.

DESCRIPTORS - PAMPHLETS;  
\*OCCUPATIONAL INFORMATION; CAREER OPPORTUNITIES; VOCATIONAL EDUCATION; INDEXES (LOCATORS); PHOTOGRAPHS; \*PRODUCTION TECHNICIANS; \*ASSEMBLY (MANUFACTURING); \*MOTOR VEHICLES; INDUSTRIAL EDUCATION; MANUFACTURING IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS BOOKLET DESCRIBES

PRODUCTION LINE JOBS FOUND IN THE ASSEMBLY DIVISION OF AUTOMOBILE MANUFACTURING, AND DISCUSSES THE HISTORY OF THE AUTOMOBILE, JOBS IN A SMALL ASSEMBLY PLANT, AND CAREER OPPORTUNITIES IN THE FIELD. DEVELOPED BY VOCATIONAL EDUCATORS AND LEADERS IN INDUSTRY, THE PAMPHLET INCLUDES A JOB INDEX KEYED TO THE DICTIONARY OF OCCUPATIONAL TITLES AND A CAREER LADDER DIAGRAM. PHOTOGRAPHS AND CHARTS ILLUSTRATE THE TEXT. (AG)

## VT 015 987

PROGRAM DEVELOPMENT FOR DISADVANTAGED STUDENTS IN VOCATIONAL EDUCATION. SUMMARY REPORT OF 1970 SUMMER PROGRAM.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL AND ADULT EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - AUG70 41P.

DESCRIPTORS - \*DISADVANTAGED YOUTH; \*COURSE DESCRIPTIONS; \*PROGRAM DEVELOPMENT; \*UNITS OF STUDY (SUBJECT FIELDS); CHECK LISTS; BEHAVIORAL OBJECTIVES; EVALUATION CRITERIA; \*VOCATIONAL EDUCATION; DELINQUENT IDENTIFICATION; DROPOUT IDENTIFICATION; INDUSTRIAL EDUCATION; APPLIANCE REPAIRING; HOME FURNISHINGS  
IDENTIFIERS - EDUCATIONAL AWARENESS; BEGINNING COMPETENCE; ATTITUDES APPRECIATIONS

ABSTRACT - THIS PROJECT REPORT OF A 1970 SUMMER PROGRAM, INTENDED TO AID EARLY TEACHER IDENTIFICATION OF DISADVANTAGED STUDENTS AND TO PREPARE INSTRUCTIONAL MATERIALS AND PROCEDURES FOR USE BY DISADVANTAGED STUDENTS IN VOCATIONAL EDUCATION, PROVIDES A BASIS FOR FURTHER EXPANSION OF MATERIALS IN THIS AREA. A TWO-PAGE CHECKLIST OF GENERAL AND SPECIFIC CHARACTERISTICS CONTRIBUTING TO IDENTIFICATION OF THE DISADVANTAGED STUDENT HAS BEEN EVOLVED. VOCATIONAL EDUCATION UNITS WITHIN SPECIFIC INSTRUCTIONAL AREAS IN AGRICULTURE, BUSINESS AND INDUSTRY, OFFICE OCCUPATIONS, AND HOME ECONOMICS ARE BRIEFLY DESCRIBED.

SLIDE-TAPE PRESENTATIONS CONSTITUTE THE MAJOR TEACHING APPROACHES. SUGGESTED TEACHING ACTIVITIES AND OPTIONS ARE LISTED WITHIN EACH SHORT UNIT OUTLINE. A MORE DETAILED INDUSTRIAL EDUCATION UNIT INCLUDES GENERAL AND SPECIFIC GOALS AND OBJECTIVES INVOLVING STUDENT PERFORMANCE OF HOME MAINTENANCE TASKS, WITH ACTIVITIES RELATED TO THE UPKEEP OF FURNITURE AND ELECTRICAL APPLIANCES. COMMENTS BY THE 11 MEMBERS OF THE "PROJECT 22" COMMITTEE ARE INCLUDED. THE PROJECT GROUP CONSISTED OF AN ASSISTANT SUPERINTENDENT, A SUPERVISOR, A PROJECT LEADER, AND OTHER EDUCATORS IN VOCATIONAL EDUCATION. (AG)

# VT 016 002

WORK EXPERIENCE EDUCATION:  
MISCELLANEOUS LAP SHEETS.

FULLERTON UNION HIGH SCHOOL  
DISTRICT, CALIF.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 69P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; \*WORK EXPERIENCE  
PROGRAMS; \*SECONDARY GRADES;  
\*LEARNING ACTIVITIES; SELF CONCEPT;  
BEHAVIORAL OBJECTIVES;  
INSTRUCTIONAL MATERIALS; VOCATIONAL  
DEVELOPMENT; \*VOCATIONAL INTERESTS;  
JOB APPLICATION; HUMANITIES;  
EMPLOYMENT INTERVIEWS; EMPLOYEE  
ATTITUDES; CAREER CHANGE  
IDENTIFIERS - CAREER AWARENESS;  
LEARNING ACTIVITY PACKAGES; LAPS

ABSTRACT - THIS GROUP OF SEVEN  
SEPARATE GUIDES FOR VOCATIONAL  
ORIENTATION BRIEFLY DESCRIBES  
LEARNING ACTIVITIES IN A SENIOR  
HIGH WORK EXPERIENCE PROGRAM  
INVOLVING SELF ASSESSMENT TO  
ACHIEVE CAREER GOALS. A RATIONALE,  
PERFORMANCE OBJECTIVES, PRE- AND  
POST-TESTS WITH ANSWER KEYS, AND AN  
ACTIVITY OUTLINE ARE PROVIDED FOR  
EACH BOOKLET. A WIDE RANGE OF  
TOPICS INCLUDES JOB INTERVIEWS,  
EMPLOYEE ATTITUDES, JOB CHANGING,  
AND RELATIONSHIPS WITH CO-WORKERS.  
(AG)

VT 016 110

## T & I EDUCATION

JOB IN SHIP AND BOAT BUILDING.  
WORLD OF WORK.

WISCONSIN STATE DEPT. OF INDUSTRY,  
LABOR AND HUMAN RELATIONS,  
MADISON.; WISCONSIN STATE EMPLOYMENT  
SERVICE, MADISON. OCCUPATIONAL  
ANALYSIS FIELD CENTER.  
MF AVAILABLE IN VT-ERIC SET.  
SER-1170-2-72-WSES-3208  
PUB DATE - ND 60P.

DESCRIPTORS - \*CAREER  
OPPORTUNITIES; \*OCCUPATIONAL  
INFORMATION; CONSTRUCTION  
(PROCESS); \*VOCATIONAL EDUCATION;  
\*BUILDING TRADES; SEMISKILLED  
OCCUPATIONS; \*SEAMEN; VOCATIONAL  
DEVELOPMENT  
IDENTIFIERS - \*SHIPBUILDING; CAREER  
AWARENESS; ECONOMIC AWARENESS

ABSTRACT - THIS BOOKLET DESCRIBING  
JOB IN SHIP AND BOAT BUILDING  
CONTAINS SIX TOPICAL UNITS  
ILLUSTRATED WITH PHOTOGRAPHS AND  
LINE DRAWINGS, IN ADDITION TO A  
BIBLIOGRAPHY AND A JOB INDEX KEYED  
TO THE DICTIONARY OF OCCUPATIONAL  
TITLES. CAREER OPPORTUNITIES AND  
ENTRY REQUIREMENTS ARE DETAILED,  
AND A BRIEF HISTORY OF BOATS AND  
SHIPS IS INCLUDED. DEVELOPED BY A  
RESEARCH ANALYST WITH THE AID OF  
LEADERS IN INDUSTRY, THE BOOKLET  
PRESENTS OCCUPATIONAL INFORMATION  
GATHERED IN THE NORTHERN MIDWEST  
STATES AND PROVIDES BACKGROUND  
INFORMATION ON THE SHIP AND BOAT  
BUILDING INDUSTRIES. (AG)

# VT 016 175

AUTO MECHANICS. UNIT VI: AUTOMOTIVE  
BRAKES. BOOK 6.

LOUISIANA STATE VOCATIONAL  
CURRICULUM DEVELOPMENT AND RESEARCH  
CENTER, NATCHITOCHES.  
LOUISIANA STATE VOCATIONAL-  
TECHNICAL AND TRADE SCHOOLS  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 122P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL  
EDUCATION; MECHANICS (PROCESS);  
\*HYDRAULICS; \*UNITS OF STUDY  
(SUBJECT FIELDS); \*FLUID POWER  
EDUCATION; PRODUCER SERVICES; \*JOB



SKILLS; AUTO MECHANICS  
(OCCUPATION); RESOURCE MATERIALS;  
MOTOR VEHICLES; QUESTIONING  
TECHNIQUES  
IDENTIFIERS - \*AUTOMOTIVE BRAKES;  
BEGINNING COMPETENCE

ABSTRACT - THIS INSTRUCTIONAL UNIT  
DEALS WITH SPECIFIC INFORMATION ON  
HYDRAULIC BRAKE SYSTEMS IN CARS AS  
PART OF A VOCATIONAL PREPARATION  
COURSE IN AUTO MECHANICS. A LIST OF  
REQUIRED TEXTBOOKS, OBJECTIVE  
TESTS, AND ANSWER KEYS FOR STUDY  
QUESTIONS SUPPLEMENT THE MATERIALS  
LISTS. REQUIRED STUDY ASSIGNMENTS  
ACCOMPANIED BY SEVEN JOB SHEETS  
MAKE UP THE INSTRUCTIONAL  
MATERIALS. LINE DIAGRAMS ILLUSTRATE  
THE TEXT. (AG)

VT 016 180

TERRY, MARTHA, ED.  
THE FOUR-STEP METHOD OF  
INSTRUCTION. A PROGRAMMED COURSE  
FOR OCCUPATIONAL INSTRUCTORS.  
MODULE 1.

REHABILITATION RESEARCH FOUNDATION,  
ELMORE, ALA.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
DEC-2-7-006711-4542  
PUB DATE - ND 23P.

DESCRIPTORS - \*PROGRAMED MATERIALS;  
INSTRUCTIONAL AIDS; \*STUDY GUIDES;  
\*TRADE AND INDUSTRIAL TEACHERS;  
\*EFFECTIVE TEACHING; \*TEACHER  
EDUCATION; TEACHER ORIENTATION

ABSTRACT - THIS MODULE IS THE FIRST  
IN A SERIES OF SIX WHICH CONSTITUTE  
A PROGRAMED COURSE IN TEACHING  
TECHNIQUES AND STRATEGIES OF  
INSTRUCTION FOR VOCATIONAL  
TEACHERS. DEVELOPED PRIMARILY FOR  
THOSE OCCUPATIONAL INSTRUCTORS WHO  
ARE SKILLED TRADESMEN, ASKED TO  
TEACH A COURSE, MODULE 1 ACTS AS AN  
INTRODUCTION TO THE TEACHING TASK  
AND CONTAINS INFORMATION RELATIVE  
TO THE UNDERLYING PURPOSE AND  
EXISTING NEED FOR THE PROGRAM.  
EMPHASIS IS PLACED ON ITS  
HELPLESSNESS IN IMPROVING  
INSTRUCTIONAL COMPETENCY. OTHER

COMPONENTS OF THE SET ARE AVAILABLE  
AS VT 016 181-VT 016 185 IN THIS  
ISSUE. (SN)

VT 016 181

TERRY, MARTHA, ED.  
THE FOUR-STEP METHOD OF  
INSTRUCTION. A PROGRAMMED COURSE  
FOR OCCUPATIONAL INSTRUCTORS.  
MODULE 2.

REHABILITATION RESEARCH FOUNDATION,  
ELMORE, ALA.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
DEC-2-7-006711-4542  
PUB DATE - ND 66P.

DESCRIPTORS - \*LESSON PLANS;  
\*TEACHING METHODS; TEACHING  
TECHNIQUES; \*PROGRAMED INSTRUCTION;  
EFFECTIVE TEACHING; \*TRADE AND  
INDUSTRIAL TEACHERS; \*VOCATIONAL  
EDUCATION TEACHERS; \*TEACHER  
EDUCATION; PROGRAMED MATERIALS

ABSTRACT - THIS MODULE IS THE  
SECOND IN A SERIES OF SIX WHICH  
CONSTITUTE A PROGRAMED COURSE IN  
TEACHING TECHNIQUES AND STRATEGIES.  
DEVELOPED PRIMARILY FOR USE BY  
OCCUPATIONAL INSTRUCTORS, THE  
PACKAGE IS INTENDED TO SERVE AS AN  
AID IN HELPING TO IMPROVE  
INSTRUCTIONAL COMPETENCY. MODULE 2  
FOCUSES ON THE PREPARATORY ASPECT  
OF TEACHING, CHIEFLY THAT OF  
DESIGNING GOOD LESSON PLANS AND IS  
PRESENTED IN SIX PARTS: (1)  
DIVIDING THE COURSE INTO LESSONS,  
(2) CHOOSING OBJECTIVES, (3)  
PREPARING A TIMETABLE, (4) LISTING  
TOOLS AND EQUIPMENT, (5) SELECTING  
THE APPROPRIATE TEACHING METHOD,  
AND (6) ARRANGING THE WORK AREA.  
OTHER COMPONENTS IN THIS SET ARE  
AVAILABLE AS VT 016 180-VT 016 185  
IN THIS ISSUE. (SN)

VT 016 182

TERRY, MARTHA, ED.  
THE FOUR-STEP METHOD OF  
INSTRUCTION. A PROGRAMMED COURSE  
FOR OCCUPATIONAL INSTRUCTORS.  
MODULE 3.

REHABILITATION RESEARCH FOUNDATION,

ELMORE, ALA.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
DEC-2-7-006711-4542  
PUB DATE - ND 40P.

DESCRIPTORS - \*CLASSROOM  
TECHNIQUES; \*PROGRAMED MATERIALS;  
INSTRUCTIONAL AIDS; \*TEACHER  
EDUCATION; TEACHING TECHNIQUES;  
\*EFFECTIVE TEACHING; \*VOCATIONAL  
EDUCATION TEACHERS

ABSTRACT - THIS MODULE IS THE THIRD  
IN A SERIES OF SIX WHICH CONSTITUTE  
A PROGRAMED COURSE IN TEACHING  
TECHNIQUES AND STRATEGIES.  
DEVELOPED PRIMARILY FOR  
OCCUPATIONAL INSTRUCTORS, THE  
PACKAGE WAS DESIGNED TO SERVE AS AN  
AID IN HELPING TO IMPROVE  
INSTRUCTIONAL COMPETENCY. MODULE 3  
FOCUSES ON PREPARING THE LEARNER  
FOR INSTRUCTION. THIS PREPARATION  
INCLUDES: (1) MAKING THE LEARNER  
COMFORTABLE WITH PROPER SEATING,  
LIGHTING, AND VENTILATION, (2)  
MOTIVATING HIM TO LEARN, (3)  
DETERMINING HIS READINESS TO LEARN,  
(4) INVOLVING THE LEARNER IN THE  
COURSE, AND (5) DISCOVERING  
INTERESTS AND ABILITIES OF THE  
LEARNER. OTHER COMPONENTS TO THE  
SET ARE AVAILABLE AS VT 016 180-VT  
016 185 IN THIS ISSUE. (SN)

VT 016 183  
TERRY, MARTHA, ED.  
THE FOUR-STEP METHOD OF  
INSTRUCTION. A PROGRAMMED COURSE  
FOR OCCUPATIONAL INSTRUCTORS.  
MODULE 4.

REHABILITATION RESEARCH FOUNDATION,  
ELMORE, ALA.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
DEC-2-7-006711-4542  
PUB DATE - ND 68P.

DESCRIPTORS - GROUP INSTRUCTION;  
\*PROGRAMED MATERIALS; INSTRUCTIONAL  
AIDS; TEACHING GUIDES; \*EFFECTIVE  
TEACHING; \*VOCATIONAL EDUCATION  
TEACHERS; PROGRAMED INSTRUCTION;  
\*TEACHER IMPROVEMENT; VOCATIONAL

## EDUCATION

ABSTRACT - THIS MODULE IS THE  
FOURTH IN A SERIES OF SIX WHICH  
CONSTITUTE A 4-STEP PROGRAMED  
COURSE IN CERTAIN TEACHING  
TECHNIQUES AND STRATEGIES THAT HAVE  
BEEN DEVELOPED PRIMARILY FOR  
OCCUPATIONAL TEACHERS. IN AN EFFORT  
TO IMPROVE INSTRUCTIONAL COMPETENCY  
THIS MODULE ANALYZES THE  
PRESENTATION OF INSTRUCTION IN FOUR  
STEPS THAT ARE NECESSARY FOR THE  
ACTUAL LEARNING PROCESS TO TAKE  
PLACE. THESE STEPS ARE: (1)  
DEMONSTRATE AND EXPLAIN ONE  
IMPORTANT STEP AT A TIME, (2)  
ILLUSTRATE YOUR INSTRUCTION WITH  
THE PROPER AIDS AND MATERIALS, (3)  
QUESTION THE TRAINEES TO SEE THAT  
THEY UNDERSTAND WHAT YOU HAVE  
PRESENTED, AND (4) REPEAT  
INSTRUCTION WHEREVER ANSWERS TO  
YOUR QUESTIONS INDICATE THAT THERE  
IS A NEED. OTHER COMPONENTS TO THE  
SET ARE AVAILABLE AS VT 016 180-VT  
016 185 IN THIS ISSUE. (SN)

VT 016 184  
TERRY, MARTHA, ED.  
THE FOUR-STEP METHOD OF  
INSTRUCTION. A PROGRAMMED COURSE  
FOR OCCUPATIONAL INSTRUCTORS.  
MODULE 5.

REHABILITATION RESEARCH FOUNDATION,  
ELMORE, ALA.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
DEC-2-7-006711-4542  
PUB DATE - ND 29P.

DESCRIPTORS - \*EFFECTIVE TEACHING;  
\*PROGRAMED MATERIALS; INSTRUCTIONAL  
AIDS; \*TEACHING TECHNIQUES; \*TRADE  
AND INDUSTRIAL TEACHERS; \*TEACHER  
EDUCATION

ABSTRACT - THIS MODULE IS THE FIFTH  
IN A SERIES OF SIX WHICH CONSTITUTE  
A 4-STEP PROGRAMMED COURSE IN  
TEACHING TECHNIQUES AND STRATEGIES.  
DEVELOPED PRIMARILY FOR  
OCCUPATIONAL TEACHERS, THE PURPOSE  
OF THE PACKAGE IS TO AID IN  
IMPROVING INSTRUCTIONAL COMPETENCY.  
IN MODULE 5, THE FOCUS IS ON THE

APPLICATION OF THE INFORMATION PRESENTED. CONCEPTS INCLUDED ARE: (1) DEMONSTRATION, (2) REPETITION, AND (3) REINFORCEMENT. OTHER COMPONENTS TO THE SET ARE AVAILABLE AS VT 016 180 - VT 016 185 IN THIS ISSUE. (SN)

#### VT 016 185

TERRY, MARTHA, ED.  
THE FOUR-STEP METHOD OF INSTRUCTION. A PROGRAMMED COURSE FOR OCCUPATIONAL INSTRUCTORS. MODULE 6.

REHABILITATION RESEARCH FOUNDATION, ELMORE, ALA.  
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
DEC-2-7-006711-4542  
PUB DATE - ND 40P.

DESCRIPTORS - \*COURSE EVALUATION; \*PROGRAMED MATERIALS; TEACHING GUIDES; INSTRUCTIONAL AIDS; \*TEACHING TECHNIQUES; \*EFFECTIVE TEACHING; \*TRADE AND INDUSTRIAL TEACHERS; VOCATIONAL EDUCATION TEACHERS

ABSTRACT - THIS MODULE IS THE LAST IN A SERIES OF SIX WHICH CONSTITUTE A FOUR-STEP PROGRAMED COURSE IN TEACHING TECHNIQUES AND STRATEGIES. DEVELOPED PRIMARILY FOR OCCUPATIONAL TEACHERS, THE PURPOSE OF THE PACKAGE IS TO AID IN IMPROVING INSTRUCTIONAL COMPETENCY. IN MODULE 6, ATTENTION IS DIRECTED TO THE EVALUATION PROCESS AS A TOOL IN MEASURING SUCCESS. THIS PROCESS INVOLVES: (1) DETERMINING IF THE TRAINEE HAS DEVELOPED THE KNOWLEDGE AND SKILLS NECESSARY TO PERFORM THE TRADE, (2) DETERMINING IF HE CAN PERFORM THE TRADE TO MEET THE STANDARDS OF EXCELLENCE AS VIEWED BY THE INSTRUCTOR, AND (3) DETERMINING IF HE HAS REACHED THE OBJECTIVES, BOTH GENERAL AND SPECIFIC. OTHER COMPONENTS TO THE SET ARE AVAILABLE AS VT 016 180-VT 016 184 IN THIS ISSUE. (SN)

#### VT 016 222

V. I. P. COMMUNICATIONS CURRICULUM FOR AUTO MECHANICS.

TENNESSEE STATE BOARD FOR VOCATIONAL EDUCATION, NASHVILLE.  
MF AVAILABLE IN VT-ERIC SET.  
VOCATIONAL-TECHNICAL EDUCATION, 205 CORDELL HULL BUILDING, NASHVILLE, TENNESSEE 37219  
PUB DATE - ND 214P.

DESCRIPTORS - \*AUTO MECHANICS; INDUSTRIAL ARTS; \*WORKSHEETS; INSTRUCTIONAL MATERIALS; \*ENGLISH CURRICULUM; \*COMMUNICATION (THOUGHT TRANSFER); ASSIGNMENTS; \*STUDY GUIDES; SECONDARY GRADES  
IDENTIFIERS - BEGINNING COMPETENCE

ABSTRACT - DESIGNED FOR STUDENTS IN AUTO MECHANICS CLASSES, THIS PUBLICATION CONTAINS 10 UNITS DEALING WITH ASPECTS OF WRITTEN COMMUNICATION. CONSISTING OF FROM NINE TO 35 ASSIGNMENTS, THE UNITS COVER SUCH TOPICS AS: (1) PARTS OF SPEECH, (2) NOUN AND VERB USAGE, (3) WRITING SENTENCES, (4) WRITING BUSINESS AND INFORMAL LETTERS, AND (5) PUNCTUATION. (SB)

#### VT 016 228

AN INSTRUCTOR'S GUIDE FOR A PROGRAM IN FUEL SYSTEM SERVICES. TRADE AND TECHNICAL EDUCATION. AUTOMOTIVE INDUSTRIES OCCUPATIONS.

NEW YORK STATE EDUCATION DEPT., ALBANY.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 72 112P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; \*TEACHING GUIDES; BEHAVIORAL OBJECTIVES; TEACHING METHODS; \*AUTO MECHANICS (OCCUPATION); COURSE CONTENT; \*RESOURCE MATERIALS; SECONDARY EDUCATION; ADULT EDUCATION; \*FUELS; ENGINES; AUTO MECHANICS  
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - DEVELOPED BY A COMMUNITY COLLEGE AUTO MECHANICS INSTRUCTOR FOR USE IN SECONDARY SCHOOLS AND ADULT PROGRAMS, THIS TEACHING GUIDE SHOULD HELP IN PREPARING STUDENTS FOR EMPLOYMENT IN THE AREA OF AUTOMOTIVE SERVICES. EACH OF THE EIGHT UNITS PRESENTS BEHAVIORAL

OBJECTIVES, COURSE CONTENT, REVIEW TOPICS, A BIBLIOGRAPHY OF TEXTBOOKS, FILMS, AND CHARTS, AND TEACHING APPROACHES FOR THE FOLLOWING UNITS: (1) INTRODUCTION--OVERVIEW OF COURSE, (2) MINOR COMPONENTS, (3) CARBURETOR FUNDAMENTALS, (4) AUTOMOTIVE CARBURETORS, (5) CARBURETOR DIAGNOSIS AND OVERHAUL, (6) AUTOMOTIVE FUELS, (7) AUTOMOTIVE EMISSION CONTROL SYSTEMS, AND (8) FUEL INJECTION, SUPERCHARGERS, AND LIQUEFIED PETROLEUM GAS SYSTEMS. ALSO INCLUDED ARE A GLOSSARY, A DIRECTORY OF COMPANIES, A 4-PART FINAL EXAMINATION, AND INFORMATION ON USING AUDIOVISUAL MATERIALS. (JS)

#### VT 016 234

AUTO BODY REPAIR AND PAINTING PROGRAM. PLAN AND OUTLINE FOR SECONDARY LEVEL.

IDAHO STATE BOARD OF VOCATIONAL EDUCATION, BOISE. DIV. OF TRADE AND INDUSTRIAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

VO-ED-118

PUB DATE - ND 18P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; VOCATIONAL DEVELOPMENT; \*STATE CURRICULUM GUIDES; COURSE OBJECTIVES; SECONDARY GRADES; \*PROGRAM DESCRIPTIONS; PRODUCER SERVICES; PROGRAM GUIDES; \*AUTO BODY REPAIRMAN; WELDING; PAINTING; EQUIPMENT; \*FINISHING; RESOURCE MATERIALS  
IDENTIFIERS - BEGINNING COMPETENCE; EMPLOYMENT SKILLS; IDAHO

ABSTRACT - THIS INSTRUCTIONAL OUTLINE FOR A 3-YEAR AUTO BODY REPAIR AND PAINTING PROGRAM AT THE SECONDARY LEVEL CONTAINS PROGRAM OBJECTIVES, COURSE CONTENTS FOR EACH YEAR, A RESOURCE LIST, AND LISTS OF EQUIPMENT AND SUPPLIES. PROGRAM AND MATERIALS COSTS ARE INCLUDED. THIS GUIDE, PATTERNED AFTER A TRAINING PROGRAM DEVELOPED BY THE OKLAHOMA STATE UNIVERSITY, WAS DEVELOPED BY A VOCATIONAL INSTRUCTOR OF AUTO BODY REPAIR AT A POST-SECONDARY TECHNICAL SCHOOL

AIDED BY TWO STATE SUPERVISORS OF VOCATIONAL AND INDUSTRIAL EDUCATION. THE COURSE OUTLINE IS BASED ON A 5-DAY SCHEDULE OF ONE HOUR A DAY FOR GRADE 10, TWO HOURS A DAY FOR GRADE 11, AND THREE HOURS A DAY FOR GRADE 12, WITH TWO HOURS USED FOR SHOP IN THE LAST YEAR. (AG)

#### VT 016 236

CONSUMER ELECTRONICS PROGRAM. PLAN AND OUTLINE FOR SECONDARY LEVEL.

IDAHO STATE BOARD OF VOCATIONAL EDUCATION, BOISE. DIV. OF TRADE AND INDUSTRIAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

VO-ED-119

PUB DATE - ND 17P.

DESCRIPTORS - \*ELECTRONICS; SECONDARY GRADES; \*PROGRAM DESCRIPTIONS; BEHAVIORAL OBJECTIVES; PRODUCER SERVICES; RESOURCE MATERIALS; \*TRADE AND INDUSTRIAL EDUCATION; VOCATIONAL DEVELOPMENT; TECHNICAL OCCUPATIONS; \*STATE CURRICULUM GUIDES; \*COURSE CONTENT; ELECTRONIC TECHNICIANS IDENTIFIERS - BEGINNING COMPETENCE; EMPLOYMENT SKILLS; IDAHO

ABSTRACT - THIS INSTRUCTIONAL GUIDE FOR A 3-YEAR VOCATIONAL PREPARATION PROGRAM AT THE HIGH SCHOOL LEVEL IN CONSUMER-ORIENTED ELECTRONICS PROVIDES PROGRAM OBJECTIVES, A COURSE OUTLINE, AND TEACHING PROCEDURES FOR EACH YEAR. EQUIPMENT AND MATERIALS LISTS ARE INCLUDED, AS WELL AS PROGRAM COSTS AND A SAMPLE PLAN FOR CLASSROOM FACILITIES. DEVELOPED BY A HIGH SCHOOL ELECTRONICS TEACHER WITH THE AID OF A LOCAL ADVISORY COMMITTEE, AND THE STATE BOARD OF VOCATIONAL EDUCATION THE TEACHING PLANS USE THE U.S. OFFICE OF EDUCATION OE-87040 ELECTRONICS MECHANIC GUIDE AS THE PRIMARY RESOURCE. INTENDED TO PROVIDE STUDENTS WITH ENTRY LEVEL EMPLOYMENT SKILLS FOR FURTHER POST-SECONDARY EDUCATION OR ON-THE-JOB TRAINING, THE INSTRUCTIONAL OUTLINE EMPHASIZES IN-DEPTH SHOP PRACTICE AND CLASSROOM INSTRUCTION BASED ON A 5-DAY SCHEDULE OF ONE HOUR PER

DAY FOR GRADE 10, TWO HOURS PER DAY FOR GRADE 11, AND THREE HOURS PER DAY FOR GRADE 12 WITH TWO HOURS OF SHOP DAILY IN THE LAST YEAR.

VT 016 253

ESPENSCHIED, R.F.

TUNGSTEN INERT GAS (TIG) WELDING.

ILLINOIS UNIV., URBANA. VOCATIONAL AGRICULTURE SERVICE.

MF AVAILABLE IN VT-ERIC SET.

VAS-3036

VOCATIONAL AGRICULTURE SERVICE, 434

MUMFORD HALL, URBANA, ILLINOIS

61801 (\$5.40)

PUB DATE - 72 30P.

DESCRIPTORS - \*AGRICULTURAL EDUCATION; VOCATIONAL AGRICULTURE; \*UNITS OF STUDY (SUBJECT FIELDS); \*WELDING; \*AGRICULTURAL ENGINEERING; ILLUSTRATIONS; METALS; \*INSTRUCTIONAL MATERIALS

ABSTRACT - DEVELOPED BY A UNIVERSITY AGRICULTURAL DEPARTMENT FOR SECONDARY AND POST-SECONDARY STUDENTS, THIS UNIT GIVES COVERAGE TO TUNGSTEN INERT GAS WELDING, INCLUDING SELECTION OF EQUIPMENT, ADJUSTING, SETTING UP AND MAINTAINING THE EQUIPMENT, AND PROVIDES TECHNIQUES AND PROCEDURES USED IN WELDING DIFFERENT KINDS OF METALS. IN ADDITION, THE UNIT HAS NUMEROUS TABLES, PICTORIAL DIAGRAMS, TROUBLE SHOOTING GUIDES, AS WELL AS A LIST OF REFERENCES RELATED TO TUNGSTEN INERT GAS WELDING. (DM)

VT 016 360 ED 065 732

HAINES, PETER G.; HYSLOP, DAVID

A REFERENCE BIBLIOGRAPHY FOR

GENERAL WORK EXPERIENCE AND

COOPERATIVE OCCUPATIONAL PLANS OF INSTRUCTION.

MICHIGAN STATE UNIV., EAST LANSING. DEPT. OF SECONDARY EDUCATION AND CURRICULUM.

EDRS PRICE MF-\$0.65 HC-\$3.29.

PUB DATE - ND 43P.

DESCRIPTORS - \*INSERVICE EDUCATION; \*CAREER EDUCATION; REFERENCE MATERIALS; \*BIBLIOGRAPHIES; \*WORK

EXPERIENCE PROGRAMS; EDUCATION; \*COOPERATIVE EDUCATION IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS BIBLIOGRAPHY OF REFERENCE MATERIALS ON COOPERATIVE EDUCATION AND GENERAL WORK EXPERIENCE PROGRAMS WILL PROVE USEFUL TO TEACHERS, COORDINATORS, AND ADMINISTRATORS IN INSERVICE COURSES AND TO GRADUATE STUDENTS WHO SEEK IN-DEPTH INFORMATION. THE REFERENCES INCLUDE UNPUBLISHED STATE BULLETINS, RESEARCH REPORTS, AND ITEMS IN THE ERIC RETRIEVAL SYSTEM, IN ADDITION TO SOURCES AVAILABLE THROUGH LIBRARY COLLECTIONS OF PERIODICALS. COVERING SEVERAL DECADES IN ITS SCOPE, THE BIBLIOGRAPHY LISTS ITEMS BY THE FUNCTIONS OF OPERATIONAL SCHOOL PRACTICE. FUNDS FOR COMPILING THE REFERENCES WERE PROVIDED BY TWO PROFESSORS, AND PRINTING COSTS WERE UNDERWRITTEN BY A STATE VOCATIONAL TEACHER EDUCATION PROJECT. (AG)

VT 016 362

COURSE IN CARPENTRY, VOLUME 3-- WORKBOOK. 1971 EDITION.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF INDUSTRIAL EDUCATION.; CALIFORNIA STATEWIDE CARPENTERS' JOINT APPRENTICESHIP COMMITTEE.; UNITED BROTHERHOOD OF CARPENTERS AND JOINERS OF AMERICA.

DOCUMENT NOT AVAILABLE FROM EDRS.

CALIFORNIA STATE DEPARTMENT OF EDUCATION, FISCAL OFFICE, 721

CAPITOL MALL, SACRAMENTO,

CALIFORNIA 95814 (\$3.00)

PUB DATE - 71 305P.

DESCRIPTORS - INSTRUCTIONAL MATERIALS; \*STUDY GUIDES; \*TRADE AND INDUSTRIAL EDUCATION; \*CARPENTERS; \*APPRENTICESHIPS; RESOURCE MATERIALS; \*ADULT VOCATIONAL EDUCATION; COURSE CONTENT IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - DEVELOPED IN CONSULTATION WITH INDUSTRIAL REPRESENTATIVES, THIS STUDY GUIDE



WAS PREPARED TO AID APPRENTICES IN LEARNING THE SKILLS OF CARPENTRY. INCLUDED IN THE GUIDE ARE 57 LESSONS CATEGORIZED AS FOLLOWS: (1) CONCRETE, (2) FORM DETAILING, CONSTRUCTION, AND ERECTION, (3) PRECAST AND PRESTRESSED CONCRETE, (4) HEAVY TIMBER CONSTRUCTION, (5) WELDING, AND (6) BUILDER'S LEVEL AND LEVEL-TRANSIT. THE LESSONS PROVIDE INTRODUCTORY MATERIALS, ASSIGNMENTS, ILLUSTRATIONS AND STUDY QUESTIONS. ALSO INCLUDED IN THE GUIDE ARE A GLOSSARY AND A LIST OF REFERENCE BOOKS FROM WHICH THE ASSIGNMENTS ARE TAKEN. VOLUMES I AND II OF THIS CARPENTRY SERIES ARE AVAILABLE AS VT 005 509 IN AIM WINTER 1968 AND VT 016 363 IN THIS ISSUE. (JS)

VT 016 363  
COURSE IN CARPENTRY, VOLUME 2. 1970 EDITION.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF INDUSTRIAL EDUCATION.; CALIFORNIA STATEWIDE CARPENTERS' JOINT APPRENTICESHIP COMMITTEE.; UNITED BROTHERHOOD OF CARPENTERS AND JOINERS OF AMERICA.  
MF AVAILABLE IN VT-ERIC SET.  
CALIFORNIA STATE DEPT. OF EDUCATION, FISCAL OFFICE, 721 CAPITOL MALL, SACRAMENTO, CALIFORNIA, 95814 (\$3.00)  
PUB DATE - 70 242P.

DESCRIPTORS - INSTRUCTIONAL MATERIALS; \*STUDY GUIDES; \*TRADE AND INDUSTRIAL EDUCATION; \*CARPENTERS; \*APPRENTICESHIPS; ASSIGNMENTS; RESOURCE MATERIALS; \*ADULT VOCATIONAL EDUCATION; COURSE CONTENT  
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - DEVELOPED IN CONSULTATION WITH INDUSTRIAL REPRESENTATIVES, THIS STUDY GUIDE WAS PREPARED TO AID APPRENTICES IN LEARNING THE SKILLS OF CARPENTRY. INCLUDED IN THE GUIDE ARE 59 LESSONS CATEGORIZED UNDER THE FOLLOWING HEADINGS: (1) ROUGH FRAMING, (2) ROOF FRAMING, (3) EXTERIOR FINISH, (4) INTERIOR

FINISH, AND (5) STAIR BUILDING. THE LESSONS PROVIDE INTRODUCTORY MATERIAL, ASSIGNMENTS, ILLUSTRATIONS, AND STUDY QUESTIONS. THE ASSIGNMENTS ARE TAKEN FROM REFERENCE BOOKS TO WHICH THE APPRENTICE SHOULD HAVE ACCESS. VOLUMES I AND III OF THIS CARPENTRY SERIES ARE AVAILABLE AS VT 005 509 IN AIM WINTER 1968 AND VT 016 362 IN THIS ISSUE. (JS)

VT 016 368  
GUIDELINES FOR ESTABLISHING AND EVALUATING CIVIL ENGINEERING TECHNOLOGY PROGRAMS.

FLORIDA STATE DEPT. OF EDUCATION, TALLAHASSEE. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
BULL-79L-5  
PUB DATE - AUG70 33P.

DESCRIPTORS - \*POST SECONDARY EDUCATION; \*PROGRAM DEVELOPMENT; COURSE CONTENT; PROJECT TRAINING METHODS; CHARTS; GUIDELINES; \*PROGRAM GUIDES; ADMINISTRATOR GUIDES; \*TRADE AND INDUSTRIAL EDUCATION; \*ENGINEERING TECHNICIANS; CIVIL ENGINEERING; FACILITY REQUIREMENTS; MANPOWER NEEDS; SALARIES; BIBLIOGRAPHIES; RESOURCE MATERIALS  
IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - THESE GUIDELINES FOR ESTABLISHING AND EVALUATING 2-YEAR POST-SECONDARY CIVIL ENGINEERING TECHNOLOGY PROGRAMS WILL BE USEFUL FOR ADMINISTRATORS, SUPERVISORS, SCHOOL BOARD MEMBERS, FACULTY, AND OTHERS INTERESTED IN TECHNICAL EDUCATION. A LIST OF 20 POSSIBLE FIELDS IN CIVIL ENGINEERING, A DEFINITION OF A CIVIL ENGINEERING TECHNICIAN, MANPOWER NEEDS IN THE AREA, AND SALARY RANGES ARE PRESENTED. FOR A PROGRAM ADMINISTRATOR, 19 STEPS IN PROGRAM DEVELOPMENT ARE INCLUDED. A WIDE RANGE OF CHARTS ILLUSTRATES THE TEXT. STUDENT SELECTION, AN ADVISORY COMMITTEE, CURRICULUM CONTENT, FACILITY REQUIREMENTS, AND

FACULTY QUALIFICATIONS ARE TOPICS OF DISCUSSION. A BIBLIOGRAPHY AND A LIST OF SAMPLE TEXTBOOKS ARE PROVIDED. THIS UNIT WAS DEVELOPED BY ENGINEERS IN GOVERNMENT AND INDUSTRY, A TEACHER EDUCATOR, AND AN ADMINISTRATOR SERVING AS PROJECT COORDINATOR. (AG)

VT 016 371

COURSE OUTLINE FOR DRAFTING.

TENNESSEE STATE BOARD FOR VOCATIONAL EDUCATION, NASHVILLE.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JAN69 26P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; SECONDARY GRADES; \*BASIC SKILLS; \*DRAFTING; \*ARCHITECTURAL DRAFTING; BEHAVIORAL OBJECTIVES; RESOURCE MATERIALS; VOCATIONAL DEVELOPMENT; TIME BLOCKS  
IDENTIFIERS - BEGINNING COMPETENCE; CAREER AWARENESS; EMPLOYMENT SKILLS; \*COURSE CONTENT

ABSTRACT - THIS BASIC OUTLINE FOR A 2-YEAR, 1080-HOUR DRAFTING COURSE AT THE SECONDARY LEVEL, DESIGNED TO DEVELOP ENTRY-LEVEL EMPLOYMENT SKILLS, CONTAINS A PROGRAM RATIONALE, SIX COURSE OBJECTIVES, AND TIME ALLOTMENTS. FIVE SUBJECT AREAS FOR A CURRICULUM ON BASIC ARCHITECTURE ARE BRIEFLY OUTLINED, AS WELL AS 22 SUBJECT AREAS FOR THE DRAFTING CURRICULUM. RESOURCE MATERIALS AND A BIBLIOGRAPHY ARE INCLUDED. (AG)

VT 016 372

COURSE OUTLINE FOR COSMETOLOGY.

TENNESSEE STATE BOARD FOR VOCATIONAL EDUCATION, NASHVILLE.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - OCT71 18P.

DESCRIPTORS - SECONDARY GRADES; BEHAVIORAL OBJECTIVES; \*VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; BIBLIOGRAPHIES; \*HUMAN SERVICES; \*COSMETOLOGY  
IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - THIS OUTLINE FOR A 3-YEAR, 1,500-HOUR VOCATIONAL PREPARATION PROGRAM IN COSMETOLOGY AT THE HIGH SCHOOL LEVEL CONTAINS A PROGRAM RATIONALE, TEN BEHAVIORAL OBJECTIVES, A BRIEF OUTLINE OF 27 INSTRUCTIONAL BLOCKS, AND A BIBLIOGRAPHY. ENTRY LEVEL EMPLOYMENT REQUIREMENTS ARE TO BE MET IN A 3-HOUR DAILY PROGRAM, MEETING FIVE DAYS PER WEEK, WHICH OFFERS TWO UNITS OF CREDIT PER YEAR. MANIPULATIVE SKILL AND THE STUDY OF THEORY WILL MAKE UP 80 PERCENT AND 20 PERCENT, RESPECTIVELY, OF THE JOB TRAINING. (AG)

VT 016 373

COURSE OUTLINE FOR AUTO BODY REPAIR.

TENNESSEE STATE BOARD FOR VOCATIONAL EDUCATION, NASHVILLE.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 12P.

DESCRIPTORS - SECONDARY GRADES; \*TRADE AND INDUSTRIAL EDUCATION; VOCATIONAL DEVELOPMENT; BIBLIOGRAPHIES; COURSE OBJECTIVES; \*AUTO BODY REPAIRMEN  
IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE; \*COURSE CONTENT; \*VOCATIONAL EDUCATION; WELDING; FINISHING; \*ASSEMBLY (MANUFACTURING)

ABSTRACT - THIS SHORT OUTLINE FOR A COURSE IN AUTO BODY REPAIR INCLUDES A RATIONALE, SIX GENERAL COURSE OBJECTIVES, SEVEN UNIT OUTLINES, A BIBLIOGRAPHY, AND SOURCES OF TEACHING AIDS. THE COURSE INTENDED TO PROMOTE SOME DEGREE OF UNIFORMITY WITHIN THE STATE, WILL BE HELPFUL IN PLANNING FOR DEVELOPING KNOWLEDGE AND JOB SKILLS FOR ENTRY LEVEL EMPLOYMENT. (AG)

VT 016 375

COURSE OUTLINE FOR GENERAL WOODWORKING.

TENNESSEE STATE BOARD FOR VOCATIONAL EDUCATION, NASHVILLE.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - OCT71 20P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; CONSTRUCTION (PROCESS); \*VOCATIONAL DEVELOPMENT; SECONDARY GRADES; \*WOODWORKING; \*INDUSTRIAL EDUCATION; BEHAVIORAL OBJECTIVES; RESOURCE MATERIALS; TIME BLOCKS IDENTIFIERS - CAREER AWARENESS; EMPLOYMENT SKILLS; BEGINNING COMPETENCE; \*COURSE CONTENT

ABSTRACT - THIS BASIC COURSE OUTLINE IS FOR A 2-YEAR, 1080-HOUR VOCATIONAL COURSE IN GENERAL WOODWORKING AT THE HIGH SCHOOL LEVEL, MEETING THREE HOURS PER DAY, FIVE DAYS PER WEEK. IT CONTAINS A RATIONALE, THREE BEHAVIORAL OBJECTIVES, TIME ALLOTMENTS FOR THE MATERIAL COVERED, AND A RESOURCE LIST. FOURTEEN INSTRUCTIONAL BLOCKS ARE BRIEFLY OUTLINED, AND A BIBLIOGRAPHY IS PROVIDED. ABOUT ONE THIRD OF THE COURSE IS RELATED TO THEORY, MATHEMATICS, AND SIMILAR AREAS WHILE THE REMAINDER OF THE COURSE IS SPENT IN PRACTICAL APPLICATION TO DEVELOP ENTRY-LEVEL JOB SKILLS. (AG)

VT 016 376 ED 066 575  
CRITERIA FOR THE ESTABLISHMENT AND MAINTENANCE OF TWO YEAR POST HIGH SCHOOL WASTEWATER TECHNOLOGY TRAINING PROGRAMS. VOLUME I: PROGRAM CRITERIA.

CLEMSON UNIV., S.C. DEPT. OF ENVIRONMENTAL SYSTEMS ENGINEERING. ENVIRONMENTAL PROTECTION AGENCY, WASHINGTON, D.C.

EDRS PRICE MF-\$0.65 HC-\$3.29.  
PUB DATE - 70 49P.

DESCRIPTORS - \*GUIDELINES; ENVIRONMENTAL EDUCATION; \*WATER POLLUTION CONTROL; POST SECONDARY EDUCATION; \*EVALUATION CRITERIA; \*SCHOOLS; \*EDUCATIONAL SPECIFICATIONS; EDUCATIONAL PROGRAMS; PROGRAM GUIDES; TECHNICAL EDUCATION

ABSTRACT - THIS PROGRAM GUIDE, PREPARED BY REPRESENTATIVES FROM THE ENVIRONMENTAL PROTECTION AGENCY, PLANT OPERATIONS, VOCATIONAL-TECHNICAL SCHOOLS,

PROFESSIONAL ASSOCIATIONS, AND UNIVERSITIES, IS THE FIRST OF A TWO-VOLUME SERIES AND PROVIDES AN OVERALL STATEMENT OF THE CRITERIA FOR THE SELECTION OF INSTITUTIONS AS TRAINING FACILITIES FOR WASTEWATER TECHNOLOGY TRAINING PROGRAMS. THESE CRITERIA, WHICH ARE IN A FORM APPROPRIATE FOR SOLICITING SELF-APPRAISAL BY INTERESTED INSTITUTIONS, COVER SUCH ASPECTS AS: (1) PHILOSOPHY AND PURPOSE OF THE INSTITUTION, (2) CURRICULUM, (3) INSTRUCTIONAL METHODS AND MEDIA, (4) RECRUITMENT OF TRAINEES AND PLACEMENT OF GRADUATES, AND (5) APPLICATION AND IMPLEMENTATION PROCEDURES. SUPPORTING THE BASIC SELF-APPRAISAL CRITERIA ARE STATEMENTS ON TRAINEE CHARACTERISTICS BEFORE AND AFTER TRAINING, THE FORM AND FUNCTION OF THE MANAGEMENT STRUCTURE FOR THE OVERALL PROGRAM, AND A GLOSSARY OF IMPORTANT TERMINOLOGY. VOLUME II CONTAINING THE CURRICULUM GUIDELINES IS AVAILABLE AS VT 016 377 IN THIS ISSUE. (AUTHOR/SB)

VT 016 377 ED 066 576  
CRITERIA FOR THE ESTABLISHMENT AND MAINTENANCE OF TWO YEAR POST HIGH SCHOOL WASTEWATER TECHNOLOGY TRAINING PROGRAMS. VOLUME II: CURRICULUM GUIDELINES.

CLEMSON UNIV., S.C. DEPT. OF ENVIRONMENTAL SYSTEMS ENGINEERING. ENVIRONMENTAL PROTECTION AGENCY, WASHINGTON, D.C.

EDRS PRICE MF-\$0.65 HC-\$16.45.  
PUB DATE - 71 483P.

DESCRIPTORS - \*CURRICULUM DEVELOPMENT; \*GUIDELINES; ENVIRONMENTAL EDUCATION; POST SECONDARY EDUCATION; \*WATER POLLUTION CONTROL; \*BEHAVIORAL OBJECTIVES; PROGRAM DEVELOPMENT; EDUCATIONAL PROGRAMS; VOCATIONAL EDUCATION; \*TECHNICAL EDUCATION IDENTIFIERS - BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - THIS PUBLICATION, PREPARED BY REPRESENTATIVES FROM THE ENVIRONMENTAL PROTECTION AGENCY, PLANT OPERATIONS,

VOCATIONAL-TECHNICAL SCHOOLS, PROFESSIONAL ASSOCIATIONS, AND UNIVERSITIES IS THE SECOND OF A TWO-VOLUME SERIES AND CONTAINS GUIDELINES WHICH MAY BE USED IN ESTABLISHING A TWO-YEAR OR LESS POST-SECONDARY WASTEWATER TECHNOLOGY TRAINING PROGRAM. FOCUSING ON THE POSTTRAINING PERFORMANCE DESIRED OF TRAINEES, THE GUIDELINES ARE DESIGNED TO PROVIDE PRACTICAL, HANDS-ON SKILL AND KNOWLEDGE DIRECTLY RELATED TO THE OPERATION AND MANAGEMENT OF A WASTEWATER TREATMENT PLANT. THE GUIDELINES CONSIST OF SPECIFIC BEHAVIOR SHEETS WHICH ARE GROUPED ACCORDING TO SEVEN GENERAL CRITERION BEHAVIOR CATEGORIES AND CONTAIN A COMPOSITE MODEL PLANT PROCESS NAME AND LETTER DESIGNATION, SPECIFIC PROCESS UNITS, AND STIMULUS AND RESPONSE DETAIL. AN INTRODUCTORY SECTION DESCRIBES THE COMPONENTS OF THE BEHAVIOR SHEETS AND USE OF THE GUIDELINES. A PROCESS CHART AND SPECIFIC PROCESS UNITS FOR A COMPOSITE MODEL PLANT, STIMULUS AND RESPONSE DETAIL FOR THE GENERAL CRITERION BEHAVIORS, TRAINEE CHARACTERISTICS AND A GLOSSARY ARE APPENDED. VOLUME I CONTAINING PROGRAM GUIDELINES IS AVAILABLE AS VT 016 376 IN THIS ISSUE. (SB)

VT 016 388  
AVIATION MECHANICS (POWER PLANT) AND AUTOMOTIVE MECHANICS.  
AUTHORIZED COURSE OF INSTRUCTION FOR THE QUINMESTER PROGRAM.

DADE COUNTY PUBLIC SCHOOLS, MIAMI, FLA. DIV. OF INSTRUCTION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 71 59P.

DESCRIPTORS - BEHAVIORAL OBJECTIVES; TIME BLOCKS; ENGINES; POWER MECHANICS; BIBLIOGRAPHIES; \*COURSE DESCRIPTIONS; \*TRADE AND INDUSTRIAL EDUCATION; SKILL DEVELOPMENT; TEACHING TECHNIQUES; TRANSPORTATION; \*AUTO MECHANICS; \*AVIATION MECHANICS; SKILLED OCCUPATIONS IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THESE TWO OUTLINES MAKING UP 135-HOUR BASIC VOCATIONAL PREPARATION COURSES DEAL WITH AIRCRAFT PROPELLERS AND COOLING SYSTEMS, EMPHASIZING MAINTENANCE AND TROUBLESHOOTING TECHNIQUES IN AVIATION MECHANICS AND AUTOMOTIVE SUSPENSION ALIGNMENT, AND BRAKES IN AUTOMOTIVE MECHANICS. INTENDED AS PART OF A SERIES OF UNITS TO DEVELOP ENTRY-LEVEL EMPLOYMENT SKILLS, THE INSTRUCTIONAL OUTLINES WERE DEVELOPED BY INSTRUCTIONAL AND SUPERVISORY PERSONNEL, AN ADVISORY COMMITTEE, AND THE VOCATIONAL TEACHER EDUCATION SERVICE, WITH THE APPROVAL OF THE DADE COUNTY VOCATIONAL CURRICULUM COMMITTEE. A VARIETY OF TEACHING TECHNIQUES FOR THE UNITS INCLUDE LECTURES, DEMONSTRATION, DISCUSSION, AUDIOVISUAL AIDS, RESOURCE PERSONS, AND PRACTICAL APPLICATION. BIBLIOGRAPHIES AND SAMPLE POST TESTS WITH ANSWER KEYS ARE PROVIDED. EACH COURSE CONTAINS GENERAL AND SPECIFIC PERFORMANCE OBJECTIVES AND GOALS, A CURRICULUM DESCRIPTION, TIME BLOCKS, AND UNIT PREREQUISITES. (AG)

VT 016 391  
COURSE OUTLINE FOR TROWEL TRADES.

TENNESSEE STATE BOARD FOR VOCATIONAL EDUCATION, NASHVILLE.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - OCT71 15P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; \*SECONDARY GRADES; \*CONSTRUCTION (PROCESS); \*BRICKLAYING; SKILL DEVELOPMENT; \*SKILLED OCCUPATIONS; VOCATIONAL DEVELOPMENT; BEHAVIORAL OBJECTIVES; BIBLIOGRAPHIES; TIME BLOCKS; PRACTICAL MATHEMATICS IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS COURSE OUTLINE FOR A 2-YEAR, 1080-HOUR HIGH SCHOOL VOCATIONAL PROGRAM FOR THE TROWEL TRADES INCLUDES A PROGRAM RATIONALE, FOUR PROGRAM OBJECTIVES, AND A BRIEF OUTLINE OF THE SEVEN INSTRUCTIONAL BLOCKS. ABOUT ONE

THIRD OF THE COURSE WILL FOCUS ON MATHEMATICS, THEORY, AND RELATED SUBJECTS, AND THE REST WILL INVOLVE PRACTICAL EXPERIENCE. TECHNICAL INFORMATION AND TRADE SKILLS WILL BE DEVELOPED, INCLUDING SUCH SKILLS AS BLUEPRINT READING, ESTIMATING, AND CONSTRUCTION DETAILS. A BIBLIOGRAPHY IS INCLUDED. (AG)

VT 016 399

TRADESMAN 1 AND C. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C. BUREAU OF NAVAL PERSONNEL.  
MF AVAILABLE IN VT-ERIC SET.  
NAVPERS-10378-C  
PUB DATE - 70 356P. 1969  
EDITION

DESCRIPTORS - \*OFFICER PERSONNEL;  
\*MILITARY TRAINING; \*MANUALS;  
VISUAL AIDS; \*EQUIPMENT  
MAINTENANCE; ELECTRONIC EQUIPMENT;  
AIR CONDITIONING EQUIPMENT; INDEXES  
(LOCATORS); \*PROMOTION  
(OCCUPATIONAL); ADULT VOCATIONAL  
EDUCATION; VOCATIONAL DEVELOPMENT;  
SUPERVISORY TRAINING  
IDENTIFIERS - TRADESMAN 1 & C

ABSTRACT - THIS TRAINING MANUAL IS ONE OF A SERIES DEVELOPED ESPECIALLY FOR ENLISTED U.S. NAVY AND NAVAL RESERVE PERSONNEL WHO ARE PREPARING FOR ADVANCEMENT TO THE PETTY OFFICER RATES OF TRADESMAN 1 & C. THE 12 TOPICAL CHAPTERS COVER A DESCRIPTION OF THE TRADESMAN RATING, INFORMATION ON ORDERING AND RECORDING TRAINING EQUIPMENT, SUPERVISION OF MAINTENANCE ACTIVITIES, AIR CONDITIONING, CLOSED CIRCUIT TELEVISION, ANALOG AND DIGITAL COMPUTERS, AND TACTICAL TRAINEES. A WIDE RANGE OF PHOTOGRAPHS AND LINE DRAWINGS ILLUSTRATES THE TEXT. AN INDEX IS INCLUDED, AS WELL AS A LIST OF ELECTRIC AND ELECTRONIC SYMBOLS. (AG)

VT 016 413

WISEMAN, ROY; HUSSON, ERNEST  
MINE MAINTENANCE MANUAL. FINAL  
REPORT.

KANAWHA COUNTY BOARD OF EDUCATION,  
CHARLESTON, W.VA.  
WEST VIRGINIA STATE DEPT. OF  
EDUCATION, CHARLESTON. BUREAU OF  
VOCATIONAL, TECHNICAL, AND ADULT  
EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 01APR72 56P.

DESCRIPTORS - NATURAL RESOURCES;  
\*STUDY GUIDES; STUDENT TESTING;  
PROBLEM SOLVING; \*FUELS;  
\*INDUSTRIAL EDUCATION; VOCATIONAL  
DEVELOPMENT; MAINTENANCE;  
\*ELECTRICITY; DIAGRAMS; \*INDUSTRIAL  
TECHNOLOGY; HYDRAULICS  
IDENTIFIERS - CAREER AWARENESS;  
EDUCATIONAL AWARENESS

ABSTRACT - THIS STUDY GUIDE ON MINE MAINTENANCE, WRITTEN BY A VOCATIONAL EDUCATOR AS A FINAL PROJECT REPORT, CONTAINS READING MATERIALS ABOUT COAL, A QUIZ, A PAGE OF DEFINITIONS, AND AN OUTLINE OF BASIC ELECTRICAL THEORY WITH PROBLEMS TO SOLVE. REGULATIONS ABOUT ELECTRICITY IN MINES ARE INCLUDED, AS WELL AS INFORMATION ON HYDRAULICS AND AN ANSWER KEY FOR THE PROBLEMS. LINE DIAGRAMS ILLUSTRATE THE TEXT. (AG)

VT 016 414

AVIATION MACHINIST'S RATE 3 AND  
2. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C. BUREAU OF NAVAL PERSONNEL.  
MF AVAILABLE IN VT-ERIC SET.  
NAVPERS-10341-B  
PUB DATE - 71 303P.

DESCRIPTORS - INDEXES (LOCATORS);  
\*STUDY GUIDES; \*ADULT VOCATIONAL  
EDUCATION; \*MILITARY TRAINING;  
PROMOTION (OCCUPATIONAL); DIAGRAMS;  
GOVERNMENT (ADMINISTRATIVE BODY);  
ARMED FORCES; VOCATIONAL  
DEVELOPMENT; \*AVIATION TECHNOLOGY;  
MANUALS; \*MACHINISTS  
IDENTIFIERS - CAREER AWARENESS;  
EMPLOYMENT SKILLS

ABSTRACT - THIS RATE TRAINING MANUAL IS ONE OF A SERIES DESIGNED FOR ENLISTED PERSONNEL OF THE NAVY AND NAVAL RESERVE WHO ARE PREPARING



FOR ADVANCEMENT TO PETTY OFFICER THIRD CLASS AND PETTY OFFICER SECOND CLASS IN THE RATING OF AVIATION MACHINIST'S MATE J. WORKING DIAGRAMS ILLUSTRATE THE STUDY GUIDE, WHICH CONTAINS NECESSARY INFORMATION ON OCCUPATIONAL QUALIFICATIONS AND MACHINE SYSTEMS IN AVIATION. AN INDEX IS INCLUDED. (AG)

# VT 016 415

AVIATION ELECTRONICS TECHNICIAN 1 AND C. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C. BUREAU OF NAVAL PERSONNEL. MF AVAILABLE IN VT-ERIC SET. NAVTRA-10318-D  
PUB DATE - 72 347P.

DESCRIPTORS - \*ADULT VOCATIONAL EDUCATION; PROMOTION (OCCUPATIONAL); \*MILITARY TRAINING; \*ELECTRONIC TECHNICIANS; GOVERNMENT (ADMINISTRATIVE BODY); ARMED FORCES; \*SUPPLEMENTARY TEXTBOOKS; VOCATIONAL EDUCATION; MANUALS; VOCATIONAL DEVELOPMENT; DIAGRAMS; INDEXES (LOCATORS); RESOURCE MATERIALS; \*AVIATION TECHNOLOGY IDENTIFIERS - CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS RATE TRAINING MANUAL IS ONE OF A SERIES DESIGNED ESPECIALLY FOR NAVY AND NAVAL RESERVE PERSONNEL PREPARING FOR ADVANCEMENT TO AVIATION ELECTRONICS TECHNICIAN FIRST CLASS AND CHIEF AVIATION ELECTRONICS TECHNICIAN. INFORMATION ON RADAR AND OTHER NECESSARY PHASES OF THESE POSITIONS ARE DETAILED. AS A SENIOR PETTY OFFICER, SUPERVISORY, INSTRUCTIONAL, AND LEADERSHIP ABILITIES ARE REQUIRED IN ADDITION TO DEVELOPMENT OF TECHNICAL KNOWLEDGE AND SKILLS. THE APPENDIX GIVES ELECTRONIC SYMBOLS, FORMULAS, AND THE USE OF THE GREEK ALPHABET. LINE DIAGRAMS ILLUSTRATE THE TEXT, WHICH INCLUDES AN INDEX. THIS DOCUMENT IS RELATED TO "AVIATION ELECTRONICS TECHNICIAN 3 & 2," AVAILABLE AS VT 012 789 (AIM FALL 1971). (AG)

# VT 016 418

BASIC ELECTRONICS VOLUME 1. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C. BUREAU OF NAVAL PERSONNEL. MF AVAILABLE IN VT-ERIC SET. NAVPERS-10087-C  
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (\$4.00; D 208.11: EL 2/10/971/V.1)  
PUB DATE - ND 571P.

DESCRIPTORS - VISUAL AIDS; GOVERNMENT (ADMINISTRATIVE BODY); \*MILITARY TRAINING; \*TELECOMMUNICATION; \*ELECTRONICS; \*ADULT VOCATIONAL EDUCATION; ARMED FORCES; \*MANUALS; VOCATIONAL DEVELOPMENT; TABLES (DATA); INDEXES (LOCATORS)  
IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS RATE TRAINING MANUAL COVERS BASIC ELECTRONICS PRINCIPLES FOR NAVY AND NAVAL RESERVE PERSONNEL. GENERAL INFORMATION CONCERNING NAVAL ELECTRONICS EQUIPMENT, TESTING DEVICES, AND SAFETY PROCEDURES PRECEDES A DETAILED STUDY OF CIRCUITS AND FUNDAMENTAL ELECTRONICS DEVICES, SUCH AS TRANSISTORS AND ELECTRON TUBES. COMMUNICATIONS THEORY AND TRANSMISSION METHODS ARE DISCUSSED. A WIDE RANGE OF PHOTOGRAPHS AND LINE DIAGRAMS ILLUSTRATES THE TEXT. THE APPENDIX INCLUDES SCIENTIFIC TABLES AND SYMBOLS. AN INDEX IS PROVIDED. (AG)

# VT 016 419

ENGINEMAN 3 AND 2. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C. BUREAU OF NAVAL PERSONNEL. MF AVAILABLE IN VT-ERIC SET. NAVPERS-10541-B  
PUB DATE - 72 554P.

DESCRIPTORS - ARMED FORCES; VISUAL AIDS; GOVERNMENT (ADMINISTRATIVE BODY); \*MILITARY TRAINING; \*MANUALS; PROMOTION (OCCUPATIONAL);

\*ADULT VOCATIONAL EDUCATION;  
 VOCATIONAL DEVELOPMENT; \*ENGINES;  
 \*MACHINISTS; INDEXES (LOCATORS);  
 RESOURCE MATERIALS; OCCUPATIONAL  
 INFORMATION  
 IDENTIFIERS - CAREER AWARENESS;  
 EMPLOYMENT SKILLS

ABSTRACT - THIS RATE TRAINING  
 MANUAL WAS DESIGNED FOR NAVY AND  
 NAVAL RESERVE PERSONNEL WHO ARE  
 STUDYING FOR ADVANCEMENT TO THE  
 PETTY OFFICER POSITIONS OF  
 ENGINEMAN 3 AND 2. NECESSARY  
 INFORMATION FOR MEETING JOB  
 QUALIFICATIONS IS PROVIDED,  
 INCLUDING THE USE OF RESOURCE  
 MATERIALS AND OCCUPATIONAL  
 INFORMATION. ENGINE SYSTEMS ARE  
 DISCUSSED IN DETAIL, INCLUDING AIR  
 CONDITIONING AND LATHE OPERATIONS.  
 AN INDEX IS INCLUDED. A WIDE RANGE  
 OF LINE DIAGRAMS ILLUSTRATES THE  
 TEXT. (AG)

#### VT 016 422

AVIATION MACHINIST'S MATE R 3 AND  
 2. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON,  
 D.C. BUREAU OF NAVAL PERSONNEL.  
 MF AVAILABLE IN VT-ERIC SET.  
 NAVPERS-10342-A  
 PUB DATE - 70 315P.

DESCRIPTORS - \*MILITARY TRAINING;  
 ARMED FORCES; GOVERNMENT  
 (ADMINISTRATIVE BODY); \*MANUALS;  
 \*AVIATION MECHANICS; \*MACHINISTS;  
 \*PROMOTION (OCCUPATIONAL);  
 OCCUPATIONAL INFORMATION; VISUAL  
 AIDS; INDEXES (LOCATORS);  
 VOCATIONAL EDUCATION; VOCATIONAL  
 DEVELOPMENT; RESOURCE MATERIALS

ABSTRACT - THIS RATE TRAINING  
 MANUAL IS ONE OF A SERIES PREPARED  
 FOR NAVY AND NAVAL RESERVE  
 PERSONNEL WHO ARE STUDYING FOR  
 ADVANCEMENT TO THE PETTY OFFICER  
 POSITIONS OF AVIATION MACHINIST'S  
 MATE R 3 & 2. NECESSARY INFORMATION  
 FOR MEETING JOB QUALIFICATIONS IS  
 PROVIDED, DESCRIBING THE USE OF  
 RESOURCE MATERIALS. THE NAVAL  
 AIRCRAFT MAINTENANCE PROGRAM IS  
 DISCUSSED, FOCUSING ON ENGINE  
 SYSTEMS AND EQUIPMENT MAINTENANCE.

AN INDEX IS INCLUDED. A WIDE RANGE  
 OF TABLES AND LINE DIAGRAMS  
 ILLUSTRATES THE TEXT. THIS DOCUMENT  
 IS RELATED TO "AVIATION MACHINIST'S  
 MATE R 1 & C," AVAILABLE AS VT 016  
 423 IN THIS ISSUE. (AG)

#### VT 016 423

AVIATION MACHINIST'S MATE R 1 AND  
 C. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON,  
 D.C. BUREAU OF NAVAL PERSONNEL.  
 MF AVAILABLE IN VT-ERIC SET.  
 NAVPERS-10344-A  
 PUB DATE - 69 206P.1967  
 EDITION.

DESCRIPTORS - \*MILITARY TRAINING;  
 ARMED FORCES; GOVERNMENT  
 (ADMINISTRATIVE BODY); \*MANUALS;  
 \*PROMOTION (OCCUPATIONAL); VISUAL  
 AIDS; RESOURCE MATERIALS;  
 OCCUPATIONAL INFORMATION; \*AVIATION  
 MECHANICS; VOCATIONAL EDUCATION;  
 VOCATIONAL DEVELOPMENT; \*MACHINISTS

ABSTRACT - THIS RATE TRAINING  
 MANUAL IS ONE OF A SERIES OF  
 COURSES PREPARED FOR NAVY AND NAVAL  
 RESERVE PERSONNEL WHO ARE STUDYING  
 FOR ADVANCEMENT TO THE POSITIONS OF  
 AVIATION MACHINIST'S MATE R 1 AND  
 C. A LIST OF ADDITIONAL READING  
 MATERIALS FOR MEETING JOB  
 QUALIFICATIONS AND OCCUPATIONAL  
 INFORMATION PRECEDE TEN CHAPTERS  
 DESCRIBING ENGINE SYSTEMS AND THEIR  
 MAINTENANCE, AS WELL AS OTHER  
 AIRCRAFT SYSTEMS. A LIST OF FILMS  
 AND AN INDEX IS PROVIDED. A WIDE  
 RANGE OF LINE DIAGRAMS ILLUSTRATES  
 THE TEXT. THIS DOCUMENT IS RELATED  
 TO "AVIATION MACHINIST'S MATE R 3 &  
 2," AVAILABLE AS VT 016 422 IN THIS  
 ISSUE. (AG)

#### VT 016 425

STEELWORKER 1 AND C. RATE TRAINING  
 MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON,  
 D.C. BUREAU OF NAVAL PERSONNEL.  
 MF AVAILABLE IN VT-ERIC SET.  
 NAVPERS-10654-D  
 PUB DATE - 71 216P.1971  
 REVISION.

DESCRIPTORS - INDEXES (LOCATORS);  
 \*ADULT VOCATIONAL EDUCATION; \*METAL  
 WORKING OCCUPATIONS; STEEL  
 INDUSTRY; \*MILITARY TRAINING;  
 \*PROMOTION (OCCUPATIONAL);  
 GOVERNMENT (ADMINISTRATIVE BODY);  
 ARMED FORCES; VOCATIONAL  
 DEVELOPMENT; \*MANUALS; DIAGRAMS;  
 SKILL DEVELOPMENT  
 IDENTIFIERS - STEELWORKER; CAREER  
 AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS RATE TRAINING  
 MANUAL IS INTENDED SPECIFICALLY TO  
 PROVIDE NECESSARY INFORMATION FOR  
 MEN IN THE NAVY OR NAVAL RESERVE ON  
 THE OCCUPATIONAL QUALIFICATIONS FOR  
 ADVANCEMENT TO THE POSITIONS OF  
 STEELWORKER FIRST CLASS AND CHIEF  
 STEELWORKER. EXERCISES TO DEVELOP  
 JOB SKILLS AND KNOWLEDGE ARE  
 PROVIDED, AND JOB DUTIES AND  
 RESPONSIBILITIES ARE STRESSED.  
 MANAGEMENT AND PLANNING ABILITIES  
 ARE REQUIRED IN ADDITION TO SUCH  
 BASIC SKILLS AS WELDING AND TESTING  
 METALS. AN INDEX IS INCLUDED, AND  
 LINE DIAGRAMS ILLUSTRATE THE TEXT.  
 THIS DOCUMENT IS RELATED TO  
 "STEELWORKER 3 & 2," AVAILABLE AS  
 VT 013 854 (AIM VOL. 5, NO. 2) (AG)

VT 016 426  
 CONSTRUCTIONMAN. RATE TRAINING  
 MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON,  
 D.C. BUREAU OF NAVAL PERSONNEL.  
 MF AVAILABLE IN VT-ERIC SET.  
 NAVPERS 10630-E  
 PUB DATE - 71 291P.1971  
 REVISION.

DESCRIPTORS - VISUAL AIDS;  
 GLOSSARIES; INDEXES (LOCATORS);  
 \*MILITARY TRAINING; \*MANUALS;  
 \*ADULT VOCATIONAL EDUCATION;  
 \*PROMOTION (OCCUPATIONAL); ARMED  
 FORCES; GOVERNMENT (ADMINISTRATIVE  
 BODY); VOCATIONAL DEVELOPMENT;  
 \*CONSTRUCTION (PROCESS); BUILDING  
 TRADES; MECHANICAL EQUIPMENT  
 IDENTIFIERS - CAREER AWARENESS;  
 EMPLOYMENT SKILLS

ABSTRACT - THIS RATE TRAINING  
 MANUAL PROVIDES NECESSARY  
 INFORMATION FOR NAVY AND NAVAL

RESERVE PERSONNEL WHO ARE STUDYING  
 TO MEET QUALIFICATIONS FOR  
 ADVANCEMENT TO THE POSITION OF  
 CONSTRUCTIONMAN. A HISTORY OF THE  
 "SEABEES" AND THE CIVIL ENGINEER  
 CORPS PRECEDES 10 CHAPTERS COVERING  
 EQUIPMENT, TRANSPORTATION, AND  
 VARIOUS ASPECTS OF CONSTRUCTION,  
 SUCH AS PAINTING AND SITE  
 PREPARATION. A WIDE RANGE OF  
 PHOTOGRAPHS AND LINE DIAGRAMS  
 ILLUSTRATES THE TEXT. A GLOSSARY OF  
 "SEABEE" TERMS AND AN INDEX ARE  
 INCLUDED. (AG)

VT 016 427  
 AEROGRAPHER'S MATE 3 AND 2. RATE  
 TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON,  
 D.C. BUREAU OF NAVAL PERSONNEL.  
 MF AVAILABLE IN VT-ERIC SET.  
 NAVPERS-10363-D  
 PUB DATE - 71 721P.

DESCRIPTORS - \*MILITARY TRAINING;  
 PROMOTION (OCCUPATIONAL); DIAGRAMS;  
 OCCUPATIONAL INFORMATION; RESOURCE  
 MATERIALS; ARMED FORCES; GOVERNMENT  
 (ADMINISTRATIVE BODY);  
 \*METEOROLOGY; \*OCEANOLOGY; \*ADULT  
 VOCATIONAL EDUCATION; VOCATIONAL  
 DEVELOPMENT; \*MANUALS; EQUIPMENT  
 UTILIZATION  
 IDENTIFIERS - CAREER AWARENESS;  
 EMPLOYMENT SKILLS

ABSTRACT - THIS RATE TRAINING  
 MANUAL IS ONE OF A SERIES PREPARED  
 FOR NAVY AND NAVAL RESERVE  
 PERSONNEL STUDYING FOR ADVANCEMENT  
 TO AEROGRAPHER'S MATE THIRD CLASS  
 AND SECOND CLASS. NECESSARY  
 INFORMATION FOR MEETING JOB  
 QUALIFICATIONS IS PROVIDED, WHICH  
 WILL BE VALUABLE FOR REVIEW AND FOR  
 COMPLETION OF A CORRESPONDENCE  
 COURSE FOR NONRATED PERSONNEL. A  
 DESCRIPTION OF RESOURCE MATERIALS  
 AND OCCUPATIONAL INFORMATION  
 PRECEDES 24 CHAPTERS COVERING  
 VARIOUS ASPECTS OF METEOROLOGY AND  
 OCEANOGRAPHY, INCLUDING EQUIPMENT  
 UTILIZATION. A WIDE RANGE OF  
 WORKING DIAGRAMS ILLUSTRATES THE  
 TEXT. THE APPENDIX INCLUDES A  
 GLOSSARY OF ELECTRONICS TERMS AND  
 TWO TABLES. AN INDEX IS PROVIDED.

(AG)

**VT 016 512**

INSTRUMENTMAN 3 AND 2. RATE  
TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON,  
D.C. BUREAU OF NAVAL PERSONNEL.  
MF AVAILABLE IN VT-ERIC SET.  
NAVPERS-10193-C  
PUB DATE - 71 454P. 1963  
REVISION

DESCRIPTORS - \*MILITARY TRAINING;  
ARMED FORCES; GOVERNMENT  
(ADMINISTRATIVE BODY); \*PROMOTION  
(OCCUPATIONAL); GLOSSARIES; VISUAL  
AIDS; \*STUDY GUIDES;  
\*INSTRUMENTATION TECHNICIANS;  
VOCATIONAL EDUCATION; \*VOCATIONAL  
DEVELOPMENT  
IDENTIFIERS - CAREER AWARENESS;  
EMPLOYMENT SKILLS

ABSTRACT - THIS REVISED RATE  
TRAINING MANUAL, WRITTEN FOR NAVY  
AND NAVAL RESERVE PERSONNEL WHO ARE  
STUDYING FOR ADVANCEMENT TO THE  
POSITIONS OF INSTRUMENTMAN 3 AND 2,  
WILL HELP PROVIDE PREPARATION FOR  
ADVANCEMENT EXAMINATIONS. A WIDE  
VARIETY OF TOPICS, RANGING FROM  
PRESSURE GAUGES TO CLOCK AND OFFICE  
MACHINE REPAIRS AND MAINTENANCE,  
ARE COVERED IN 17 CHAPTERS. A  
GLOSSARY AND AN INDEX ARE PROVIDED.  
PHOTOGRAPHS AND WORKING DIAGRAMS  
ILLUSTRATE THE TEXT. (AG)

**VT 016 538**

INDUSTRIAL SAFETY EDUCATION FOR  
SMALL INDUSTRIES.

STOUT STATE UNIV., MENOMONIE, WIS.  
WISCONSIN STATE BOARD OF  
VOCATIONAL, TECHNICAL, AND ADULT  
EDUCATION, MADISON  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 05NOV71 148P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
PILOT PROJECTS; CURRICULUM  
DEVELOPMENT; \*ADULT EDUCATION  
PROGRAMS; COURSE DESCRIPTIONS;  
\*INDUSTRIAL EDUCATION; \*INDUSTRIAL  
PERSONNEL; \*SAFETY EDUCATION;  
ACCIDENT PREVENTION; LEARNING  
ACTIVITIES; RESOURCE MATERIALS;

BEHAVIORAL OBJECTIVES  
IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - A SERIES OF COLOR KEYED  
CURRICULUM GUIDES FOR A PILOT  
INDUSTRIAL SAFETY EDUCATION PROGRAM  
AIMED AT OWNERS OF SMALL INDUSTRIES  
PRESENTS TEN INSTRUCTIONAL UNITS  
FOCUSING ON MANAGEMENT AND  
SUPERVISORY RESPONSIBILITY FOR  
ACCIDENT PREVENTION, AN OVERVIEW OF  
THE OCCUPATIONAL SAFETY AND HEALTH  
ACT OF 1970, AND CONSIDERATION OF  
POTENTIAL OCCUPATIONAL HAZARDS.  
DEVELOPED BY A CURRICULUM PROJECT  
TEAM WITH THE AID OF LEADERS IN  
EDUCATION AND INDUSTRY, THE COURSE  
DESCRIPTIONS INCLUDE CONTENT  
OUTLINES, LISTS OF RESOURCE  
MATERIALS, AND STUDENT ACTIVITIES  
IN A 3-COLUMN CHART FORMAT. COURSE  
OBJECTIVES AND TERM DEFINITIONS ARE  
PROVIDED. RECOMMENDATIONS FOR  
PROGRAM IMPLEMENTATION AND A  
PROGRAM RATIONALE ARE INCLUDED, AS  
WELL AS A BRIEF BIBLIOGRAPHY AND  
RESOURCE MATERIALS. (AG)

**VT 016 595**

EVERYDAY METRIC UNITS.

LOCAL GOVERNMENT TRAINING BOARD,  
LONDON (ENGLAND).  
DOCUMENT NOT AVAILABLE FROM EDRS.  
LOCAL GOVERNMENT TRAINING BOARD,  
ALEMBIC HOUSE, 93 ALBERT  
EMBANKMENT, LONDON SE1 7UB (PRICE  
\$1.00)  
PUB DATE - 71 46P.

DESCRIPTORS - \*TEXTBOOKS; \*MANUALS;  
\*GOVERNMENT EMPLOYEES; \*PROGRAMED  
TEXTS; \*METRIC SYSTEM  
IDENTIFIERS - GREAT BRITAIN

ABSTRACT - THIS BOOKLET IS A SELF-  
INSTRUCTIONAL TEXT DESIGNED TO AID  
PROFESSIONAL, ADMINISTRATIVE, AND  
CLERICAL STAFF EMPLOYED BY THE  
BRITISH LOCAL GOVERNMENT IN GAINING  
A BASIC KNOWLEDGE OF METRIC UNITS  
OF LENGTH, AREA, VOLUME, AND WEIGHT  
WITHIN THE MILLI-KILO RANGE.  
ILLUSTRATIONS AND QUESTIONS  
COMPLIMENTING EACH TOPIC ARE  
INCLUDED THROUGHOUT. INSTRUCTIONS  
FOR ADMINISTERING THE TEXT ARE  
CONTAINED IN AN ACCOMPANYING

MANUAL. (SN)

VT 016 607

GROUP INSTRUCTION FOR WORK  
EXPERIENCE EDUCATION.

LOS ANGELES COUNTY SUPERINTENDENT  
OF SCHOOLS, CALIF.

CALIFORNIA STATE DEPT. OF  
EDUCATION, SACRAMENTO. VOCATIONAL  
EDUCATION SECTION

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 72 178P.

DESCRIPTORS - \*CAREER EDUCATION;  
VOCATIONAL DEVELOPMENT; \*GROUP  
INSTRUCTION; \*WORK EXPERIENCE  
PROGRAMS; SECONDARY GRADES; SELF  
EVALUATION; PROGRAM EVALUATION;  
RELEVANCE (EDUCATION);  
INTERPERSONAL RELATIONSHIP;  
INSTRUCTIONAL INNOVATION; \*RESOURCE  
UNITS; TEACHING PROCEDURES;  
HUMANITIES; WORKSHEETS; \*GOAL  
ORIENTATION  
IDENTIFIERS - SELF AWARENESS;  
CAREER AWARENESS

ABSTRACT - DESIGNED TO ASSIST  
SCHOOL DISTRICTS IN PROVIDING  
INSTRUCTION FOR GROUPS OF 25 TO 30  
WORK EXPERIENCE EDUCATION STUDENTS,  
THIS FEDERALLY FUNDED RESOURCE UNIT  
CONTAINS FIVE COLOR-KEYED CHAPTERS,  
EACH WRITTEN BY A DIFFERENT  
SUPERVISOR IN CAREER EDUCATION,  
WHICH INCLUDE TEACHING PROCEDURES  
AND STUDENT WORKSHEETS. EACH  
CHAPTER COVERS ONE OF FIVE PROGRAM  
GOALS: (1) RELEVANCY, (2) SELF-  
ACTUALIZATION, (3) SELF-EVALUATION,  
(4) INTERPERSONAL RELATIONS, AND  
(5) APPLICATION. THIS GUIDE IS  
THREE-HOLE PUNCHED FOR EASY  
INSERTION INTO A RING BINDER.  
INNOVATIVE INSTRUCTIONAL TECHNIQUES  
INCLUDE ROLE PLAYING, GAMES, AND  
CROSSWORD PUZZLES WITH ANSWER KEYS.  
VARIOUS STUDENT AND PROGRAM  
EVALUATION FORMS ARE PROVIDED. (AG)

VT 016 612

SAFETY IN INDUSTRY, INSTRUCTOR  
OUTLINE--CONSTRUCTION SAFETY, PILE  
DRIVING AND COFFERDAMS.

BUREAU OF LABOR STANDARDS (DOL),  
WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

BULL-305

PUB DATE - 67 65P.

DESCRIPTORS - CONSTRUCTION  
(PROCESS); \*CURRICULUM GUIDES;  
\*UNITS OF STUDY (SUBJECT FIELDS);  
\*TRADE AND INDUSTRIAL EDUCATION;  
ADULT VOCATIONAL EDUCATION;  
TRAINING TECHNIQUES; CHARTS;  
\*SAFETY EDUCATION; INDUSTRIAL  
TRAINING; CONSTRUCTION INDUSTRY;  
SAFETY; \*OPERATING ENGINEERING;  
GOVERNMENT PUBLICATIONS  
IDENTIFIERS - PILE DRIVING;  
COFFERDAMS; SHEET PILING;  
EDUCATIONAL AWARENESS; ATTITUDES  
APPRECIATIONS; CAREER AWARENESS

ABSTRACT - THIS BASIC TEACHING  
OUTLINE FOR A COURSE IN  
CONSTRUCTION SAFETY, PILE DRIVING,  
AND COFFERDAMS CONTAINS SUGGESTIONS  
FOR SAFETY TRAINING TECHNIQUES, 24  
CHARTS, DESCRIPTIONS OF SAFETY  
ENGINEERING PROCEDURES, AND THREE  
SEPARATE CURRICULUM OUTLINES IN A  
2-COLUMN FORMAT COVERING PILE  
DRIVING, SHEET PILING, AND  
COFFERDAMS. DEVELOPED IN THE OFFICE  
OF OCCUPATIONAL SAFETY, THIS  
CURRICULUM GUIDE INCLUDES THE SCOPE  
AND PURPOSE OF EACH INSTRUCTIONAL  
UNIT. (AG)

VT 016 628

HUNT, EDWIN C., JR.

SAFETY TRAINING COURSE FOR  
CONSTRUCTION SUPERVISORS.

ASSOCIATED GENERAL CONTRACTORS OF  
AMERICA, WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 71 101P.

DESCRIPTORS - SAFETY; \*LESSON  
PLANS; \*SUPERVISORY TRAINING;  
\*SAFETY EDUCATION; INSTRUCTIONAL  
AIDS; \*TEACHING GUIDES; \*ACCIDENT  
PREVENTION

ABSTRACT - THIS GUIDE CONSISTS OF  
15 BASIC LESSON PLANS TO BE USED BY  
THE INSTRUCTOR AS OUTLINES IN  
TEACHING THE SAFETY TRAINING COURSE  
FOR CONSTRUCTION SUPERVISORS. BASED  
LARGELY ON THE ASSOCIATED GENERAL  
CONTRACTORS (AGC) MANUAL OF



ACCIDENT PREVENTION IN CONSTRUCTION, THESE PLANS HAVE BEEN REVIEWED AND REFINED BY TWO OF THE AGC COMMITTEES, THE SAFETY COMMITTEE, AND THE SAFETY ENGINEERS--AGC, JOINT COOPERATIVE COMMITTEE. EACH LESSON PLAN, IN A 3-COLUMN FORMAT, PROVIDES SPACE IN THE LEFT MARGIN FOR TIME ALLOWANCE NEEDED FOR EACH TOPIC AND IN THE RIGHT MARGIN FOR NOTES CONCERNING RESOURCES WHICH THE INSTRUCTOR CAN FILL IN AS HE USES AND REUSES THE OUTLINE. OBJECTIVES, TEXTS MATERIAL, AND SHORT TESTS ARE INCLUDED IN EACH LESSON PLAN. TWO OPTIONAL LESSONS AS WELL AS AN APPENDIX HAVE BEEN INCLUDED. CONTAINED IN THE APPENDIX ARE LISTS OF SLIDES, FILMS, MOTION PICTURES, AND OTHER VISUAL AIDS AND MATERIALS WHICH APPLY TO SAFETY. THE PROMOTION OF A GREATER SENSE OF WORTH AND APPRECIATION WITH RESPECT TO SAFETY PREVENTION PERSONNEL IS A MAJOR OBJECTIVE OF THE PROGRAM. (SN)

VT 016 630

MCKAY, CHARLES W.  
CURRICULUM FOR ELECTRONIC  
INSTRUMENTATION.

LEE COLL., BAYTOWN, TEX.  
TEXAS EDUCATION AGENCY, AUSTIN.  
DIV. OF OCCUPATIONAL RESEARCH AND  
DEVELOPMENT  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 20JUN72 179P.

DESCRIPTORS - \*POST SECONDARY  
EDUCATION; TIME BLOCKS; \*PROGRAM  
GUIDES; CURRICULUM GUIDES;  
BEHAVIORAL OBJECTIVES; PRODUCER  
SERVICES; STUDENT TESTING;  
BIBLIOGRAPHIES; VOCATIONAL  
DEVELOPMENT; PROGRAM EVALUATION;  
\*TRADE AND INDUSTRIAL EDUCATION;  
ELECTRONIC EQUIPMENT; \*ELECTRONICS;  
\*INSTRUMENTATION TECHNICIANS  
IDENTIFIERS - EDUCATIONAL  
AWARENESS; BEGINNING COMPETENCE;  
EMPLOYMENT SKILLS

ABSTRACT - THIS GUIDE FOR A 2-YEAR  
PROGRAM AT THE POST-SECONDARY LEVEL  
WHICH OFFERS AN ASSOCIATE OF  
APPLIED SCIENCE DEGREE IN

ELECTRONIC INSTRUMENTATION CONTAINS  
19 COURSE OUTLINES EACH WITH TIME  
ALLOTMENTS, BEHAVIORAL OBJECTIVES,  
AND SAMPLE EXAMINATIONS. DEVELOPED  
BY A COLLEGE CHAIRMAN OF TECHNICAL  
EDUCATION USING A SYSTEMS APPROACH,  
THIS DOCUMENT INCLUDES A PROGRAM  
RATIONALE, A BIBLIOGRAPHY OF  
PERIODICALS, A TOOL LIST, A PROGRAM  
EVALUATION SHEET FOR STUDENT  
FEEDBACK, AND A LIST OF COURSES  
REQUIRED FOR EACH SEMESTER. (AG)

VT 016 631

OKLAHOMA COOPERATIVE VOCATIONAL  
EDUCATION. A COURSE OF STUDY.  
CURRICULUM MATERIAL.

OKLAHOMA STATE DEPT. OF VOCATIONAL  
AND TECHNICAL EDUCATION,  
STILLWATER. CURRICULUM AND  
INSTRUCTIONAL MATERIALS CENTER.  
DOCUMENT NOT AVAILABLE FROM EDRS.  
THE CURRICULUM AND INSTRUCTIONAL  
MATERIALS CENTER, STATE DEPT OF  
VOCATIONAL AND TECHNICAL EDUCATION,  
1515 WEST 6TH AVE., STILLWATER,  
OKLA. 74074  
PUB DATE - 72 560P.

DESCRIPTORS - HUMANITIES;  
\*COOPERATIVE EDUCATION;  
\*INSTRUCTIONAL MATERIALS; \*STATE  
CURRICULUM GUIDES; \*VOCATIONAL  
EDUCATION; VOCATIONAL DEVELOPMENT;  
SECONDARY GRADES; \*UNIT PLAN;  
RESOURCE MATERIALS; VISUAL AIDS;  
STUDENT TESTING; WORKSHEETS; ANSWER  
KEYS  
IDENTIFIERS - \*OKLAHOMA; SELF  
AWARENESS; ATTITUDES APPRECIATIONS;  
CAREER AWARENESS; BEHAVIORAL  
OBJECTIVES; LEARNING ACTIVITIES;  
TEACHING PROCEDURES

ABSTRACT - THIS CURRICULUM FOR A  
COOPERATIVE VOCATIONAL EDUCATION  
PROGRAM AT THE SECONDARY LEVEL  
INCLUDES SEVEN TOPICS, EACH  
CONSISTING OF ONE OR MORE COLOR  
KEYED INSTRUCTIONAL UNITS WITH  
GENERAL AND SPECIFIC BEHAVIORAL  
OBJECTIVES, SUGGESTED LEARNING  
ACTIVITIES AND TEACHING PROCEDURES,  
INFORMATION SHEETS, VISUAL AIDS,  
TESTS, AND ANSWER KEYS. DEVELOPED  
BY A STATE COMMITTEE OF TEACHER-  
COORDINATORS IN COOPERATIVE

VOCATIONAL EDUCATION, THE TOPICAL UNITS DEAL WITH: (1) ORIENTATION, (2) EMPLOYMENT, (3) PERSONAL DEVELOPMENT, (4) EMPLOYEE RELATIONS, (5) COMMUNICATIONS, (6) FINANCIAL MANAGEMENT, AND (7) INSURANCE. STUDENT WORKSHEETS, RESOURCE LISTS, AND SUGGESTED TIME ALLOTMENTS ARE GIVEN FOR EACH UNIT. (AG)

VT 016 633

SAFETY IN INDUSTRY, INSTRUCTOR OUTLINE. INSTRUCTOR INSTITUTE.

WAGE AND LABOR STANDARDS ADMINISTRATION (DOL), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

BULL-316

SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (L16.3:316,\$.60)

PUB DATE - 70 64P.

DESCRIPTORS - \*SAFETY; \*TEACHING GUIDES; \*MANUALS; \*INDUSTRIAL PERSONNEL; SAFETY EDUCATION; \*CONSULTANTS

ABSTRACT - THIS MANUAL IS ONE IN A SERIES OF EIGHT DESIGNED SPECIFICALLY AS TEACHING GUIDES FOR USE IN A SAFETY COURSE DEVELOPED PRIMARILY FOR INDUSTRIAL PERSONNEL. RECOMMENDED INSTRUCTIONAL PERIODS OF TWO 50-MINUTE PERIODS WITH A 15 MINUTE BREAK BETWEEN ARE SUGGESTED FOR ONCE OR TWICE A WEEK. PARTICIPANTS ATTENDING THE CONFERENCE SESSIONS SHOULD BE AT THE SAME SUPERVISORY OR WORKER LEVEL. ADDITIONAL AIDS AND MATERIALS ARE REQUIRED TO SUPPLEMENT THE BASIC TEXT. INITIATION OF THE CONSULTATIVE APPROACH FOR SAFETY PROMOTION IS THE MAJOR FOCUS OF THIS BOOKLET. SAFETY TRAINING TECHNIQUES AS WELL AS INFORMATION CONCERNING EFFECTIVE WAYS OF UTILIZING THE EXPERTISE OF GUEST INSTRUCTORS ARE GIVEN. OTHER SUBJECT CONTENT INCLUDES: (1) THE CONSULTATIVE APPROACH, (2) QUALIFICATIONS OF CONSULTANT, (3) SELLING SAFETY, (4) SURVEY FOR APPRAISAL, (5) PREPARING

RECOMMENDATIONS, (6) THE WRITTEN REPORT AND (7) FOLLOW-UP. (SN)

VT 016 634

SAFETY IN INDUSTRY, INSTRUCTOR OUTLINE. THE CONSULTATIVE APPROACH FOR SAFETY PROMOTION.

BUREAU OF LABOR STANDARDS (DOL), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

BULL-301

SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (L16.3:301,\$.25)

PUB DATE - 67 27P.

DESCRIPTORS - \*SAFETY; \*TEACHING GUIDES; \*MANUALS; \*INDUSTRIAL PERSONNEL; \*TEACHING TECHNIQUES; SAFETY EDUCATION; INSTRUCTIONAL AIDS; TEACHING METHODS; TEACHING TECHNIQUES

ABSTRACT - THIS INSTRUCTOR OUTLINE, ONE IN A SERIES OF EIGHT IS DESIGNED SPECIFICALLY AS A TEACHING GUIDE FOR A SAFETY COURSE FOR INDUSTRIAL PERSONNEL. ADDITIONAL AIDS AND MATERIALS SHOULD BE USED AS SUPPLEMENTS TO COMPLETE THE COURSE CONTENT AND APPLY THE INFORMATION TO THE LOCALITY, EXISTING CONDITIONS, AND GROUP IN ATTENDANCE AT THE SESSIONS. AN INTRODUCTION DIRECTED TO THE TEACHER PROVIDES A RATIONALE FOR SAFETY EDUCATION, PHILOSOPHIES INVOLVED, AND RESULTS EXPECTED FROM SAFETY TRAINING. TOPICAL AREAS THAT ARE COVERED INCLUDE: (1) SAFETY TRAINING PRINCIPLES, (2) WHY SAFETY IS NEEDED, (3) FACTORS OF TRAINING NEEDS, (4) HUMAN MECHANICS OF LEARNING, (5) TYPES OF TRAINING, (6) INSTRUCTIONAL SETTING, (7) TRAINING TECHNIQUES, (8) EDUCATIONAL PRINCIPLES, (9) DEVELOPING TRAINING MATERIALS, (10) STEPS IN DEVELOPING AN OUTLINE, (11) METHODS OF PRESENTATION, (12) LEARNING NEW IDEAS--ABILITIES--SKILLS, (13) GOOD TRAINING AID, (14) MECHANICAL AIDS TO INSTRUCTION, (15) EVALUATING TRAINING, (16) A GOOD INSTRUCTOR, (17) POWER OF A QUESTION, (18)

PRACTICE MAKES PERFECT, AND (19)  
INSTRUCTOR EVALUATION GUIDE. (SN)

VT 016 654

SAFETY IN INDUSTRY INSTRUCTOR  
OUTLINE. SAFE WORKING SURFACES.

BUREAU OF LABOR STANDARDS (DOL),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
BULL-292  
SUPERINTENDENT OF DOCUMENTS, U.S.  
GOVERNMENT PRINTING OFFICE,  
WASHINGTON, D.C. 20402 (CATALOG  
#L16.3:292, \$ .35)  
PUB DATE - 67 40P.

DESCRIPTORS - CHARTS; PROGRAM  
PLANNING; \*SAFETY EDUCATION;  
\*SAFETY; \*ACCIDENT PREVENTION;  
PHYSICAL DESIGN NEEDS; \*INDUSTRIAL  
TRAINING; ADULT VOCATIONAL  
EDUCATION; VOCATIONAL DEVELOPMENT;  
\*VERTICAL WORK SURFACES

ABSTRACT - THIS BASIC INSTRUCTIONAL  
OUTLINE ON SAFE WORKING SURFACES IS  
ONE OF A SERIES OF EIGHT DEVELOPED  
BY THE STAFF OF THE OFFICE OF  
OCCUPATIONAL SAFETY AND THE  
INTERNATIONAL DIVISION OF THE  
BUREAU OF LABOR STANDARDS COVERING  
SAFETY IN INDUSTRY. ADDITIONAL  
RESOURCE MATERIALS SHOULD  
SUPPLEMENT THIS BASIC GUIDE. AN  
ENTIRE SAFETY TRAINING COURSE,  
BASED ON THE EIGHT OUTLINES, CAN BE  
PRESENTED BY MEANS OF CONFERENCES.  
SUGGESTIONS FOR PLANNING THE  
CONFERENCES PRECFDE A DISCUSSION OF  
PREVENTING FALLS AND OTHER INJURIES  
FROM SCAFFOLDS, LADDERS, AND OTHER  
ELEVATIONS. A WIDE RANGE OF CHARTS  
ILLUSTRATES THE TEXT. (SG)

VT 016 658

COMMUNICATIONS: INDUSTRIAL  
EDUCATION CURRICULUM GUIDE.  
INSTRUCTIONAL MATERIALS FOR USE  
WITH DISADVANTAGED STUDENTS IN  
VOCATIONAL EDUCATION.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT.  
OF VOCATIONAL AND ADULT EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - AUG71 166P.

DESCRIPTORS - \*DISADVANTAGED YOUTH;

\*VOCATIONAL EDUCATION; VOCATIONAL  
DEVELOPMENT; SECONDARY GRADES;  
BEHAVIORAL OBJECTIVES; WORKSHEETS;  
RESOURCE MATERIALS; EVALUATION  
TECHNIQUES; \*COMMUNICATIONS;  
\*CURRICULUM GUIDES; \*TRADE AND  
INDUSTRIAL EDUCATION; TEACHING  
PROCEDURES; LEARNING ACTIVITIES;  
GRAPHIC ARTS; PHOTOGRAPHY;  
ENGINEERING DRAWING  
IDENTIFIERS - EDUCATIONAL  
AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS COLOR-KEYED MODEL  
CURRICULUM GUIDE FOR A 1-SEMESTER  
COURSE IN COMMUNICATIONS AT THE  
SECONDARY LEVEL CONTAINS FOUR  
TABBED UNITS OF INSTRUCTION: (1)  
BEGINNING MECHANICAL DRAWING, (2)  
BEGINNING PHOTOGRAPHY, (3)  
BEGINNING GRAPHIC ARTS, AND (4)  
APPENDED RESOURCE MATERIALS.  
INTENDED FOR DISADVANTAGED STUDENTS  
IN VOCATIONAL EDUCATION, THESE  
INSTRUCTIONAL MATERIALS INCLUDE FOR  
EACH TOPIC, BEHAVIORAL OBJECTIVES,  
TEACHING PROCEDURES, LEARNING  
ACTIVITIES, AND TIME ALLOTMENTS.  
RESOURCE LISTS, SUPPLIES AND  
EQUIPMENT LISTS, STUDENT  
WORKSHEETS, AND EVALUATION ITEMS  
ARE PROVIDED. THIS DOCUMENT,  
DEVELOPED BY VOCATIONAL TEACHERS  
AND SUPERVISORS AT THE HIGH SCHOOL  
LEVEL, IS 3-HOLE PUNCHED FOR EASE  
IN ADDITION AND INSERTION OF  
SHEETS. (AG)

VT 016 677

METALS AND MECHANICAL CLUSTERS.

LEBANON UNION HIGH SCHOOL, OREG.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JUN70 56P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
SECONDARY GRADES; \*EDUCATIONAL  
OBJECTIVES; \*COURSE CONTENT;  
\*LEARNING ACTIVITIES; \*METAL  
WORKING OCCUPATIONS; TEACHING  
GUIDES  
IDENTIFIERS - CAREER AWARENESS;  
EMPLOYMENT SKILLS

ABSTRACT - THIS CURRICULUM GUIDE ON  
METALS AND MECHANICAL CLUSTERS  
INCLUDES AN 18-WEEK COURSE OUTLINE  
FOR WELDING, AND INFORMATION PLUS

REQUIREMENTS ABOUT AN 18-WEEK MACHINE SHOP COURSE AND AN 18-WEEK POWER SHOP COURSE. THE COURSE OUTLINE CONTAINS AN EXTENSIVE DESCRIPTION OF CONTENT, MATERIAL, INSTRUCTIONAL OBJECTIVES, CLASSROOM ACTIVITIES, AND LABORATORY ACTIVITIES PRESENTED IN A 3-COLUMN FORMAT FOR THE INSTRUCTOR'S USE IN THE CLASSROOM. (DL)

#### VT 016 690

COWAN, SAMUEL S., SR.  
MODULAR INSTRUCTION IN AUTOMOBILE BODY REPAIR VOCATIONAL TRAINING.

FEDERAL REFORMATORY, PETERSBURG, VA.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JUL70 171P.

DESCRIPTORS - \*ADULT VOCATIONAL EDUCATION; JOB TRAINING; \*CORRECTIONAL EDUCATION; \*VOCATIONAL REHABILITATION; \*AUTO MECHANICS; TRADE AND INDUSTRIAL EDUCATION; \*SCHEDULE MODULES; PROJECT TRAINING METHODS; VOCATIONAL DEVELOPMENT; GOAL ORIENTATION; EDUCATIONAL OBJECTIVES; RESOURCE MATERIALS; MANUFACTURING; MANUALS IDENTIFIERS - \*AUTOMOBILE BODY REPAIR; EMPLOYMENT SKILLS

ABSTRACT - DEVELOPED BY A VOCATIONAL INSTRUCTOR FOR THE VOCATIONAL TRAINING OF INMATES AT A FEDERAL REFORMATORY, THIS SEQUENCE OF 22 MODULES FOR AUTOMOBILE BODY REPAIR INSTRUCTION CONTAINS A TOTAL OF 53 PERFORMANCE GOALS, EACH WITH GENERAL AND SPECIFIC OBJECTIVES, PERFORMANCE CRITERIA, TIME ALLOTMENTS, AND RESOURCE LISTS. A TRAINING PROGRESS REPORT AND OTHER PROGRAM FORMS ARE APPENDED. PRELIMINARY INSTRUCTIONS NOTE THAT THE FOLLOWING FIVE RELATED AREAS OF STUDY ARE UTILIZED WITH THIS MANUAL: (1) RELATED INFORMATION CLASSES, (2) PROGRAMED INSTRUCTION CLASSES, (3) RESOURCE MATERIALS CENTER, (4) TRADE THEORY, WHICH OFFERS SHOP INSTRUCTION, AND (5) SPECIAL AND REMEDIAL EDUCATION CLASSES. (AG)

#### VT 016 691

SHROCK, CHARLES E.  
MODULAR INSTRUCTION WELDING-- VOCATIONAL TRAINING.

FEDERAL REFORMATORY, PETERSBURG, VA.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JAN71 209P.

DESCRIPTORS - JOB TRAINING; \*ADULT VOCATIONAL EDUCATION; SKILL DEVELOPMENT; SEQUENTIAL APPROACH; BEHAVIORAL OBJECTIVES; PROJECT TRAINING METHODS; STUDENT EVALUATION; \*SCHEDULE MODULES; TEACHING PROCEDURES; MANUFACTURING; VOCATIONAL DEVELOPMENT; \*TRADE AND INDUSTRIAL EDUCATION; \*PRISONERS; SHOP CURRICULUM; \*WELDING IDENTIFIERS - BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - THIS VOCATIONAL TRAINING PROGRAM FOR DEVELOPING WELDING SKILLS IS INTENDED FOR INMATES IN A FEDERAL REFORMATORY. DEVELOPED BY AN INSTRUCTOR OF VOCATIONAL EDUCATION, THE SPIRAL-BOUND INSTRUCTIONAL GUIDE CONTAINS SIX MODULAR UNITS OF 63 SEQUENTIAL PERFORMANCE OBJECTIVES. THE USE OF AUDIOVISUAL AIDS, MODULAR INSTRUCTION, AND RELATED STUDY MATERIALS ALLOWS FOR INTENSIFIED, INDIVIDUALIZED, AND FLEXIBLE SKILL TRAINING. SUPPLEMENTARY INSTRUCTION INCLUDES CLASSES IN: (1) RELATED INFORMATION, (2) PROGRAMED INSTRUCTION, (3) RESOURCE MATERIALS CENTER (VISUAL AIDS), AND (4) TRADE THEORY, WHICH IS TAUGHT BY THE SHOP INSTRUCTOR. THE INSTRUCTOR RECORDS EACH STUDENT'S PROGRESS ON INDIVIDUAL TRAINING PROGRESS RECORDS, WHICH ARE INCLUDED IN THE APPENDIXES. TEACHING PROCEDURES, SPECIFIC BEHAVIORAL OBJECTIVES, SUGGESTED TIME ALLOTMENTS AND PERFORMANCE CRITERIA ARE GIVEN SEPARATELY FOR EACH STATEMENT OF A PERFORMANCE OBJECTIVE. (AG)

#### VT 016 692

GENTRY, WILLIAM L.  
MODULAR INSTRUCTION--MACHINE SHOP VOCATIONAL TRAINING.

FEDERAL REFORMATORY, PETERSBURG,  
VA.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - MAY72 214P.

DESCRIPTORS - JOB TRAINING; \*ADULT  
VOCATIONAL EDUCATION; SKILL  
DEVELOPMENT; SEQUENTIAL APPROACH;  
BEHAVIORAL OBJECTIVES; PROJECT  
TRAINING METHODS; STUDENT  
EVALUATION; \*SCHEDULE MODULES;  
TEACHING PROCEDURES; MANUFACTURING;  
VOCATIONAL DEVELOPMENT; \*TRADE AND  
INDUSTRIAL EDUCATION; METAL WORKING  
OCCUPATIONS; \*SHOP CURRICULUM;  
\*PRISONERS

IDENTIFIERS - BEGINNING COMPETENCE;  
EMPLOYMENT SKILLS; \*MACHINE SHOP

ABSTRACT - THIS VOCATIONAL TRAINING  
PROGRAM FOR DEVELOPING MACHINE SHOP  
SKILLS IS INTENDED FOR INMATES IN A  
FEDERAL REFORMATORY. DEVELOPED BY  
AN INSTRUCTOR OF VOCATIONAL  
EDUCATION, THE SPIRAL-BOUND  
INSTRUCTIONAL GUIDE CONTAINS 28  
MODULAR UNITS OF 84 SEQUENTIAL  
PERFORMANCE OBJECTIVES. THE USE  
MADE OF AUDIOVISUAL AIDS, MODULAR  
INSTRUCTION, AND RELATED STUDY  
MATERIALS ALLOWS FOR INTENSIFIED,  
INDIVIDUALIZED, AND FLEXIBLE SKILL  
TRAINING. SUPPLEMENTARY INSTRUCTION  
INCLUDES CLASSES IN: (1) RELATED  
INFORMATION, (2) PROGRAMED  
INSTRUCTION, (3) RESOURCE MATERIALS  
CENTER (VISUAL AIDS), AND (4) TRADE  
THEORY, WHICH IS TAUGHT BY THE SHOP  
INSTRUCTOR. ADVANCED STUDENTS MAY  
GUIDE AND AID THOSE WHO HAVE NOT  
YET COMPLETED THEIR PERFORMANCE  
OBJECTIVES. THE INSTRUCTOR RECORDS  
EACH STUDENT'S PROGRESS ON  
INDIVIDUAL TRAINING PROGRESS  
RECORDS, WHICH ARE INCLUDED IN THE  
APPENDIXES. TEACHING PROCEDURES,  
SPECIFIC BEHAVIORAL OBJECTIVES,  
SUGGESTED TIME ALLOTMENTS AND  
PERFORMANCE CRITERIA ARE GIVEN  
SEPARATELY FOR EACH STATEMENT OF A  
PERFORMANCE OBJECTIVE. (AG)

VT 016 707

ESTIMATING BRICK COURSES.

REHABILITATION RESEARCH FOUNDATION,  
ELMORE, ALA. MATERIALS DEVELOPMENT  
UNIT.

MANPOWER ADMINISTRATION (DOL),  
WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

TRADE AND INDUSTRIAL EDUCATION,  
P.O. BOX 2847, UNIVERSITY, ALABAMA  
35486 (\$.50)

PUB DATE - 66 21P.

DESCRIPTORS - \*STUDY GUIDES;  
VOCATIONAL EDUCATION; \*BUILDING  
TRADES; \*BRICKLAYING; \*COURSE  
CONTENT; \*TRADE AND INDUSTRIAL  
EDUCATION  
IDENTIFIERS - EMPLOYMENT SKILLS;  
BEGINNING COMPETENCE

ABSTRACT - THE PURPOSE OF THIS  
SELF-STUDY GUIDE IS TO TEACH  
STUDENTS HOW TO ESTIMATE THE NUMBER  
OF BRICKS AND THE MORTAR IN A GIVEN  
AREA OF BRICK CONSTRUCTION. SIMPLE  
ARITHMETIC IS USED TO TEACH  
STUDENTS HOW TO CALCULATE THE  
HEIGHT OF A BRICK, A MORTAR JOINT,  
A BRICK WALL, AND THE NUMBER OF  
COURSES IN A WALL. THE STUDY GUIDE  
ALSO CONTAINS AN ANSWER BOOK FOR  
QUESTIONS ASKED IN THE SELF-  
TEACHING UNIT. (DL)

VT 016 746

A LAYMAN'S GUIDE TO BASIC LAW UNDER  
THE NATIONAL LABOR RELATIONS ACT.

NATIONAL LABOR RELATIONS BOARD,  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
SUPERINTENDENT OF DOCUMENTS, U.S.  
GOVERNMENT PRINTING OFFICE,  
WASHINGTON, D.C. 20402 (S/N 3100-  
0095, \$.35)

PUB DATE - 71 70P. 1971  
REVISION

DESCRIPTORS - \*PAMPHLETS;  
GOVERNMENT (ADMINISTRATIVE BODY);  
LAYMEN; \*LABOR LAWS; \*FEDERAL LAWS;  
\*INDUSTRIAL RELATIONS; EMPLOYER  
EMPLOYEE RELATIONSHIP; \*ADULT BASIC  
EDUCATION; COLLECTIVE BARGAINING;  
RESOURCE MATERIALS; LABOR STANDARDS  
IDENTIFIERS - EDUCATIONAL  
AWARENESS; LABOR FORCE  
PARTICIPATION; \*NATIONAL LABOR  
RELATIONS ACT

ABSTRACT - PREPARED IN THE OFFICE  
OF THE GENERAL COUNSEL, NATIONAL



LABOR RELATIONS BOARD, THIS IS A REVISED EDITION OF A PAMPHLET ORIGINALLY ISSUED IN 1962. PROVIDING A BASIC FRAMEWORK FOR A BETTER UNDERSTANDING OF THE NATIONAL LABOR RELATIONS ACT AND ITS ADMINISTRATION FOR THE LAYMAN, THIS BOOKLET SETS FORTH THE RIGHTS OF EMPLOYEES, THE OBLIGATIONS OF COLLECTIVE BARGAINING AND REPRESENTATION OF EMPLOYEES, UNFAIR LABOR PRACTICES OF EMPLOYERS AND LABOR ORGANIZATIONS, AND THE AUTHORITY FOR ENFORCING THE ACT BY THE NATIONAL LABOR RELATIONS BOARD. A SPECIAL CHART IS INCLUDED THAT ARRANGES SYSTEMATICALLY THE TYPES OF CASES IN WHICH AN EMPLOYER OR A LABOR ORGANIZATION MAY BE INVOLVED UNDER THE ACT. A REGIONAL DIRECTORY WITH A MAP IS PROVIDED FOR THE NATIONAL LABOR RELATIONS BOARD. AN OUTLINE OF MAJOR POINTS IN BOLDFACE TYPE ACCOMPANIES THE READING MATERIALS. (AG)

VT 016 748

JOBS IN THE FORGING INDUSTRY.

WISCONSIN STATE EMPLOYMENT SERVICE, MADISON. OCCUPATIONAL ANALYSIS FIELD CENTER.; WISCONSIN STATE DEPT. OF INDUSTRY, LABOR AND HUMAN RELATIONS, MADISON.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 72 48P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*INDUSTRIAL EDUCATION;  
\*OCCUPATIONAL INFORMATION;  
\*RESOURCE MATERIALS  
IDENTIFIERS - \*FORGING INDUSTRY;  
CAREER AWARENESS

ABSTRACT - THIS BOOKLET, DEVELOPED THROUGH THE OCCUPATIONAL ANALYSIS FIELD CENTER OF THE WISCONSIN STATE EMPLOYMENT SERVICE, CONTAINS GENERAL INFORMATION ABOUT THE FORGING INDUSTRY. CONTENTS OF THE BOOKLET ARE INCLUDED UNDER THE FOLLOWING CHAPTER HEADINGS: (1) HISTORY OF FORGING, (2) IMPRESSION DIE FORGING, (3) FORGING PRODUCTION AND FACILITIES, (4) OTHER TYPES OF FORGING, (5) THE FUTURE OF FORGING, AND (6) A JOB INDEX. (DL)

VT 016 770 ED 067 509

COTRELL, CALVIN J., AND OTHERS  
MODEL CURRICULA FOR VOCATIONAL AND  
TECHNICAL TEACHER EDUCATION: REPORT  
NO. IV. A FOUNDATION FOR  
PERFORMANCE-BASED INSTRUCTION.  
FINAL REPORT.

OHIO STATE UNIV., COLUMBUS. CENTER  
FOR VOCATIONAL AND TECHNICAL  
EDUCATION.

NATIONAL CENTER FOR EDUCATIONAL  
RESEARCH AND DEVELOPMENT (DHEW/OE),  
WASHINGTON, D.C.

EDRS PRICE MF-\$0.65 HC-\$3.29.

DEG-3-7-000158-2037 08

R&D-SER-74 BR-7-0158

PUB DATE - AUG72 72P.

DESCRIPTORS - \*TEACHER EDUCATION  
CURRICULUM; \*CURRICULUM  
DEVELOPMENT; \*CORE CURRICULUM; TASK  
ANALYSIS; CLUSTER GROUPING;  
\*PERFORMANCE CRITERIA; LABORATORY  
TRAINING; \*VOCATIONAL EDUCATION  
TEACHERS; INSTRUCTOR COORDINATORS;  
PRESERVICE EDUCATION; INSERVICE  
TEACHER EDUCATION; COOPERATING  
TEACHERS; EDUCATIONAL OBJECTIVES

ABSTRACT - THIS REPORT DESCRIBES  
390 PERFORMANCE REQUIREMENTS TO BE  
USED AS GUIDELINES IN THE  
DEVELOPMENT OF PERFORMANCE-BASED  
CORE CURRICULUMS FOR IN-SCHOOL  
LABORATORY TEACHERS AND COOPERATIVE  
SECONDARY PROGRAM TEACHER-  
COORDINATORS IN VOCATIONAL AND  
TECHNICAL EDUCATION. THESE  
PERFORMANCE REQUIREMENTS,  
SYNTHESIZED FROM THE PERFORMANCE  
ELEMENT DATA IDENTIFIED AND  
EVALUATED IN THE FIRST TWO PHASES  
OF THE PROJECT, ARE GROUPED INTO 50  
CLUSTERS IN 10 CATEGORIES. SAMPLE  
PERFORMANCE-BASED EDUCATIONAL  
OBJECTIVES ARE PROVIDED AS GUIDES  
FOR VOCATIONAL TEACHER EDUCATORS TO  
DEVELOP SPECIFIC PERFORMANCE  
OBJECTIVES TO FIT A PARTICULAR  
SITUATION. THESE OBJECTIVES ARE  
SIMILAR TO BEHAVIORAL OBJECTIVES  
BUT WRITTEN ON THE GENERAL LEVEL.  
EACH IS BASED ON ONE PERFORMANCE  
ELEMENT AND DESCRIBES THE ACTIVITY  
TO BE PERFORMED BY THE TEACHER.  
INCLUDED IN THIS REPORT IS A BRIEF  
SUMMARY OF THE 4TH NATIONAL TEACHER

EDUCATION SEMINAR, REFLECTING REACTIONS OF THE PARTICIPANTS TO THE PERFORMANCE REQUIREMENTS FOR TEACHERS AND THEIR IMPLICATIONS. RELATED DOCUMENTS ARE AVAILABLE AS ED 059 354 AND ED 059 355 (VT 014 118 AND VT 014 258, RESPECTIVELY, BOTH IN ARM VOL. 5, NO. 3), AND ED 063 455 (VT 014 728, ARM VOL. 5, NO. 4). (MF)

**VT 016 781**  
HANDBOOK FOR ANALYZING JOBS.

MANPOWER ADMINISTRATION (DOL),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
SUPERINTENDENT OF DOCUMENTS, U.S.  
GOVERNMENT PRINTING OFFICE,  
WASHINGTON, D.C. 20402 (2900-0131,  
\$2.50)  
PUB DATE - 72 339P.

DESCRIPTORS - \*TASK ANALYSIS;  
SCREENING TESTS; \*JOB ANALYSIS;  
MANPOWER NEEDS; MANPOWER  
DEVELOPMENT; \*GOVERNMENT  
PUBLICATIONS; RESOURCE MATERIALS;  
VOCATIONAL DEVELOPMENT; \*EMPLOYMENT  
QUALIFICATIONS; \*OCCUPATIONAL  
INFORMATION; GOVERNMENT  
(ADMINISTRATIVE BODY); MANPOWER  
UTILIZATION; EDUCATIONAL  
DEVELOPMENT; ADULT VOCATIONAL  
EDUCATION; INNOVATION  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - IN THIS HANDBOOK, A NEW APPROACH AND A STRUCTURED PROCEDURE FOR OBTAINING AND RECORDING JOB ANALYSIS DATA ARE PRESENTED SO THAT CURRENT, COMPREHENSIVE INFORMATION ABOUT JOB REQUIREMENTS CAN BE COLLECTED TO HELP DEVELOP PRESENT AND FUTURE MANPOWER PROGRAMS. SUPERSEDING THE "TRAINING AND REFERENCE MANUAL FOR JOB ANALYSIS," THIS GOVERNMENT PUBLICATION WAS DEVELOPED BY EIGHT OF THE OCCUPATIONAL ANALYSIS FIELD CENTERS IN STATE EMPLOYMENT AGENCIES. THIS UPDATED METHODOLOGY WAS PILOT TESTED BY SELECTED OCCUPATIONAL ANALYSTS. THE EIGHT TOPICAL CHAPTERS COVER: (1) A DEFINITION OF JOB ANALYSIS AND ITS USES, (2) CONCEPTS AND PRINCIPLES IN JOB ANALYSIS, (3) PROCEDURES FOR

CONDUCTING A JOB ANALYSIS STUDY IN AN ESTABLISHMENT, (4) THE STAFFING SCHEDULE, (5) THE JOB ANALYSIS SCHEDULE, (6) ORGANIZATION AND PROCESS FLOW CHARTS, (7) THE NARRATIVE REPORT, AND (8) VERIFICATION OF JOB ANALYSIS. THE APPENDIXES CONTAIN: (1) A DETAILED BREAKDOWN OF THE WORK PERFORMED INTO WORKER FUNCTIONS, WORK FIELDS, SENTENCE ANALYSIS, AND MATERIALS PRODUCTS, SUBJECT MASTER, AND SERVICES, (2) EXTENSIVE DESCRIPTIONS OF WORKER TRAITS AND EMPLOYMENT REQUIREMENTS, INCLUDING A DESCRIPTION OF THE GENERAL EDUCATIONAL DEVELOPMENT SCALE, AND (3) A BRIEF LIST OF AGENCY IDENTIFICATION NUMBERS FOR EACH STATE. (AG)

**VT 016 806**  
COURSE OUTLINE FOR INDUSTRIAL ELECTRICITY.

TENNESSEE STATE BOARD FOR  
VOCATIONAL EDUCATION, NASHVILLE.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - OCT71 17P.

DESCRIPTORS - SECONDARY GRADES;  
\*VOCATIONAL EDUCATION; VOCATIONAL  
DEVELOPMENT; TIME BLOCKS;  
BEHAVIORAL OBJECTIVES; RESOURCE  
MATERIALS; MANUFACTURING; \*TRADE  
AND INDUSTRIAL EDUCATION;  
\*ELECTRICITY; \*INDUSTRIAL  
TECHNOLOGY; INDUSTRIAL ARTS;  
\*COURSE DESCRIPTIONS  
IDENTIFIERS - EDUCATIONAL  
AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS SUGGESTED OUTLINE FOR A 2-YEAR, 1080-HOUR COURSE IN INDUSTRIAL ELECTRICITY AT THE HIGH SCHOOL LEVEL, MEETING THREE HOURS PER DAY, FIVE DAYS PER WEEK, ALLOTS 30 TO 40 PERCENT OF THE TIME TO MATHEMATICS, THEORY, AND RELATED SUBJECTS, AND THE REMAINDER TO PRACTICAL APPLICATION. DESIGNED FOR TWO GROUPS OF STUDENTS PER DAY, THE INSTRUCTIONAL MATERIALS INCLUDE THREE BEHAVIORAL OBJECTIVES, A BRIEF OUTLINE OF 16 BLOCKS OF INSTRUCTION, AND A SHORT COURSE DESCRIPTION. A LIST OF RESOURCE MATERIALS AND A BIBLIOGRAPHY ARE

INCLUDED. (AG)

VT 016 836

BERG, L.D. THOMAS

YOUR FUTURE IN WELDING. ARCO-ROSEN  
CAREER GUIDANCE SERIES.DOCUMENT NOT AVAILABLE FROM EDRS.  
7230-08281ARCO PUBLISHING COMPANY, INC., 219  
PARK AVENUE SOUTH, NEW YORK, N.Y.  
10003PUB DATE - 71 160P. PMM  
COLLECTION; REVISION

DESCRIPTORS - CAREER EDUCATION;  
 \*SUPPLEMENTARY TEXTBOOKS; SECONDARY  
 GRADES; \*SUPPLEMENTARY TEXTBOOKS;  
 \*OCCUPATIONAL INFORMATION;  
 OCCUPATIONAL GUIDANCE; CAREER  
 OPPORTUNITIES; CAREER PLANNING;  
 EMPLOYMENT OPPORTUNITIES; \*METAL  
 WORKING OCCUPATIONS; SKILLED  
 OCCUPATIONS; \*WELDING; TRADE AND  
 INDUSTRIAL EDUCATION  
 IDENTIFIERS - EDUCATIONAL  
 AWARENESS; \*CAREER AWARENESS

ABSTRACT - THIS SUPPLEMENTARY  
 TEXTBOOK OFFERS STUDENTS GRADES 9-  
 12 PROFESSIONAL GUIDANCE FOR  
 PLANNING A FUTURE CAREER IN  
 WELDING. IT OFFERS CAREER  
 INFORMATION AND GUIDANCE WITH  
 EMPHASIS PLACED ON EDUCATIONAL AND  
 CAREER AWARENESS. AMONG THE POINTS  
 INCLUDED IN THIS BOOK THAT WILL  
 HELP A STUDENT MAKE A DECISION ARE:  
 WHAT KIND OF PERSON DOES THIS  
 CAREER REQUIRE? WHAT EDUCATIONAL  
 BACKGROUND IS HELPFUL? WILL YOU AS  
 AN INDIVIDUAL LIKE THIS CAREER?  
 (AR)

VT 016 858

DALY, DONALD F.

YOUR FUTURE IN AIR CONDITIONING AND  
REFRIGERATION, ARCO-ROSEN CAREER  
GUIDANCE SERIES.DOCUMENT NOT AVAILABLE FROM EDRS.  
7230-08244ARCO PUBLISHING COMPANY, INC., 219  
PARK AVENUE SOUTH, NEW YORK, N.Y.  
10003PUB DATE - 71 140P. PMM  
COLLECTION; REVISED EDITION

DESCRIPTORS - CAREER EDUCATION;  
 \*OCCUPATIONAL INFORMATION;  
 ENGINEERING TECHNICIANS; SECONDARY  
 GRADES; \*SUPPLEMENTARY READING  
 MATERIALS; OCCUPATIONAL GUIDANCE;  
 \*REFRIGERATION MECHANICS; \*TRADE  
 AND INDUSTRIAL EDUCATION; \*AIR  
 CONDITIONING; TECHNICAL EDUCATION;  
 \*MANUFACTURING  
 IDENTIFIERS - EDUCATIONAL  
 AWARENESS; \*CAREER AWARENESS

ABSTRACT - THIS BOOK, PART OF THE  
 ARCO-ROSEN CAREER GUIDANCE SERIES  
 FOR GRADES 9-12, DISCUSSES CAREERS  
 IN AIR CONDITIONING AND  
 REFRIGERATION. MATERIALS INCLUDED  
 ARE LISTS OF PUBLIC AND PRIVATE  
 TRADE-TECHNICAL SCHOOLS, TRADE  
 JOURNALS AND TRADE ASSOCIATIONS, AN  
 EARLY HISTORY OF THE INDUSTRY, HOW  
 TO GET A JOB, INFORMATION ON BASIC  
 EDUCATIONAL REQUIREMENTS AND THE  
 FINANCING OF A TECHNICAL EDUCATION.  
 JOBS IN COLD STORAGE,  
 INSTITUTIONAL, MARINE AND  
 TRANSPORTATION REFRIGERATION, AS  
 WELL AS AUTOMOTIVE AIR CONDITIONING  
 ARE DISCUSSED. (JF)

VT 016 867

KEEFE, JOHN E.

YOUR FUTURE AS AN ELECTRONIC  
TECHNICIAN. ARCO-ROSEN CAREER  
GUIDANCE SERIES.DOCUMENT NOT AVAILABLE FROM EDRS.  
7230-08254ARCO PUBLISHING COMPANY, INC., 219  
PARK AVENUE SOUTH, NEW YORK, N.Y.  
10003PUB DATE - 71 160P. PMM  
COLLECTION; REVISED EDITION

DESCRIPTORS - CAREER EDUCATION;  
 \*SUPPLEMENTARY TEXTBOOKS; SECONDARY  
 GRADES; RESOURCE GUIDES;  
 \*OCCUPATIONAL INFORMATION; CAREER  
 PLANNING; CAREER OPPORTUNITIES;  
 GUIDANCE; \*ELECTRONIC TECHNICIANS;  
 SCIENCE EDUCATION; \*TECHNICAL  
 EDUCATION; BIBLIOGRAPHIES;  
 TECHNICAL OCCUPATIONS  
 IDENTIFIERS - \*EDUCATIONAL  
 AWARENESS; CAREER AWARENESS

ABSTRACT - THIS SUPPLEMENTARY  
 TEXTBOOK PRESENTS STUDENTS IN

GRADES 9 THROUGH 12, PROFESSIONAL GUIDANCE FOR A FUTURE CAREER AS AN ELECTRONIC TECHNICIAN. IT OFFERS CAREER INFORMATION AND GUIDANCE WITH EMPHASIS PLACED ON EDUCATIONAL AND CAREER AWARENESS.

QUALIFICATIONS, EMPLOYMENT OPPORTUNITIES, SCHOOLS AND PAY SCALES AND EMPLOYEE BENEFITS ARE EXAMINED AND DISCUSSED. AMONG THE POINTS INCLUDED IN THIS BOOK THAT WILL HELP A STUDENT MAKE DECISIONS CONCERNING HIS FUTURE ARE: WHAT KIND OF PERSON IS BEST ADAPTED FOR THIS CAREER? WHAT EDUCATIONAL BACKGROUND IS HELPFUL? WILL YOU AS AN INDIVIDUAL LIKE THIS CAREER? (AR)

VT 016 871

TAYLOR, DAWSON; BRADLEY, JAMES  
YOUR FUTURE IN AUTOMOTIVE SERVICE.  
ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.  
7230-08245

ARCO PUBLISHING COMPANY, INC., 219  
PARK AVENUE SOUTH, NEW YORK, N.Y.  
10003

PUB DATE - 71 138P.PMM  
COLLECTION; REVISED EDITION

DESCRIPTORS - CAREER EDUCATION;  
GUIDANCE; RESOURCE GUIDES;  
\*SUPPLEMENTARY TEXTBOOKS; AUTO.  
MECHANICS; OCCUPATIONAL GUIDANCE;  
BIBLIOGRAPHIES; \*TECHNICAL  
EDUCATION; \*AUTO MECHANICS  
(OCCUPATION); MANUFACTURING;  
\*OCCUPATIONAL INFORMATION  
IDENTIFIERS - EDUCATIONAL  
AWARENESS; \*CAREER AWARENESS

ABSTRACT - THIS BOOK, PART OF THE ARCO-ROSEN CAREER GUIDANCE SERIES, FOR GRADE 9-12, DISCUSSES CAREERS IN AUTOMOTIVE SERVICE. AFTER DISCUSSING TRAINING, 17 SPECIALTIES ARE COVERED INCLUDING DIAGNOSTICIAN, MECHANICAL SPECIALISTS, BODY WORK SPECIALISTS, ACCESSORIES SPECIALISTS, TRUCK AND BUS TECHNICIANS, ANTIQUE AND CLASSIC CARS, AND WARRANTO. (JE)

VT 016 873

GELB, LAWRENCE M.  
YOUR FUTURE IN BEAUTY CULTURE.

ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.  
7230-08249

ARCO PUBLISHING COMPANY, INC., 219  
PARK AVENUE SOUTH, NEW YORK, N.Y.  
10003

PUB DATE - 70 190P.PMM  
COLLECTION

DESCRIPTORS - \*TECHNICAL EDUCATION;  
CAREER EDUCATION; \*OCCUPATIONAL  
INFORMATION; \*SUPPLEMENTARY READING  
MATERIALS; OCCUPATIONAL GUIDANCE;  
DIRECTORIES; \*COSMETOLOGISTS;  
RESOURCE GUIDES; \*COSMETOLOGY;  
HUMAN SERVICES; CAREER EDUCATION;  
SECONDARY GRADES  
IDENTIFIERS - \*EDUCATIONAL  
AWARENESS; CAREER AWARENESS

ABSTRACT - WRITTEN BY THE FOUNDER AND CHAIRMAN OF THE BOARD OF CLAIROL, THIS GUIDANCE MANUAL DISCUSSES BEAUTY CULTURE AND THE POTENTIAL OCCUPATIONAL REQUIREMENTS THAT THE SECONDARY GRADE STUDENT WANTING INFORMATION WOULD NEED TO KNOW. PROFESSIONAL SKILLS, THE ROLE OF THE EMPLOYEE, THE ROLE OF THE SALON OWNER, AND JOB OPPORTUNITIES ARE TOPICS COVERED. AN APPENDIX FEATURES A DIRECTORY OF STATE BOARDS OF COSMETOLOGY, A CHART OF JOBS IN THE COSMETIC INDUSTRY A LIST OF ORGANIZATIONS REPRESENTING THE FIVE SEGMENTS OF THE BEAUTY INDUSTRY, AS WELL AS FINANCIAL AID AND LICENSING INFORMATION. THE BOOK IS SUITABLE FOR SELF-INSTRUCTION OR GUIDANCE DISCUSSION. (DH)

VT 016 947 ED 068 650  
METRICATION AT WORK. TRAINING  
MANUAL.

LOCAL GOVERNMENT TRAINING BOARD,  
LONDON (ENGLAND).  
DOCUMENT NOT AVAILABLE FROM EDRS.  
LOCAL GOVERNMENT TRAINING BOARD,  
ALEMBIC HOUSE, 93 ALBERT  
EMBANKMENT, LONDON SE1 7UB  
PUB DATE - 71 42P.

DESCRIPTORS - \*MANUALS; \*TRAINING  
TECHNIQUES; \*METRIC SYSTEM;  
MEASUREMENT; STAFF ORIENTATION; ON  
THE JOB TRAINING

## IDENTIFIERS - \*ENGLAND

ABSTRACT - ENGLAND IS IN THE PROCESS OF CHANGING TO THE METRIC SYSTEM OF MEASUREMENT. THIS MANUAL WAS PREPARED TO HELP IN THE METRICATION TRAINING OF PERSONS WHO ARE DIRECTLY INVOLVED IN MANIPULATIONS OF METRIC UNITS IN THEIR JOBS OR WHO ARE REQUIRED TO WORK WITH THEM. A METHOD OF ORGANIZING AND CONTROLLING THE TRAINING IS OUTLINED WHICH PROVIDES FOR TRAINING NEW EMPLOYEES AS WELL AS EXISTING STAFF. MUCH OF THE TRAINING SHOULD BE PLANNED AROUND PROCEDURES AND MATERIALS USED IN SPECIFIC JOBS, AND JOB-ORIENTED TRAINING TECHNIQUES MAY BE DEvised AS NEEDED FOR DIFFERENT CATEGORIES OF STAFF. EXAMPLES OF TYPICAL JOB EXERCISES ARE INCLUDED IN THE MANUAL, ALONG WITH CONTROL FORMS AND A CRITERION TEST TO ASSESS THE LEARNER'S KNOWLEDGE. (MF)

## VT 017 069

JOHNSON, HAROLD V.  
GENERAL INDUSTRIAL MACHINE SHOP.

DOCUMENT NOT AVAILABLE FROM EDRS.  
5004-08357  
CHAS. A. BENNETT CO., INC., 809 W.  
DETWEILLER DRIVE, PEORIA, IL 60614  
PUB DATE - 70 413P. PMM  
COLLECTION; REVISED EDITION

DESCRIPTORS - CAREER EDUCATION;  
MANUFACTURING; \*MACHINERY INDUSTRY;  
\*MACHINE TOOLS; INDEPENDENT STUDY;  
TEACHING PROCEDURES;  
BIBLIOGRAPHIES; \*TEXTBOOKS;  
ILLUSTRATIONS; \*INDUSTRIAL  
EDUCATION; SECONDARY GUIDES; \*SHOP  
CURRICULUM  
IDENTIFIERS - CAREER AWARENESS;  
BEGINNING COMPETENCE

ABSTRACT - SUITABLE FOR GROUP OR INDIVIDUAL INSTRUCTION, THIS TEXTBOOK IS DESIGNED FOR GRADES 10, 11 AND 12. EMPHASIS IS PLACED ON THE TOOLS, MATERIALS AND PROCESSES OF THE INDUSTRIAL WORLD. NUMEROUS ILLUSTRATIONS IDENTIFY IMPORTANT TOOLS AND PROCEDURES. UNITS INCLUDE: (1) LEARNING TO MEASURE, (2) USING BENCH TOOLS, (3)

INTRODUCTION TO MACHINE SHOP PRACTICES, (4) SPECIAL INFORMATION, AND (5) PROJECT SUGGESTIONS. ALSO INCLUDED ARE AN APPENDIX, INDEX, AND BIBLIOGRAPHY. (PM)

## VT 017 070

MECKLEY, RICHARD F.  
PLANNING FACILITIES FOR  
OCCUPATIONAL EDUCATION PROGRAMS.  
THE MERRILL SERIES IN CAREER  
PROGRAMS.

DOCUMENT NOT AVAILABLE FROM EDRS.  
5054-08129  
CHARLES E. MERRILL PUBLISHING CO.,  
1300 ALUM CREEK DRIVE, COLUMBUS,  
OHIO 43216  
PUB DATE - 72 161P. PMM  
COLLECTION

DESCRIPTORS - CAREER EDUCATION;  
\*VOCATIONAL EDUCATION; \*FACILITIES;  
FACILITY IMPROVEMENT; FACILITY  
GUIDELINES; \*BUILDING DESIGN;  
BUILDING PLANS; CONSTRUCTION COSTS;  
BUILDING MATERIALS; FEDERAL AID;  
STATE AID; \*PLANNING; \*EDUCATIONAL  
PLANNING

ABSTRACT - THIS TEXT PROVIDES IN A SYSTEMATIC AND SEQUENTIAL FORMAT THE IMPORTANT STEPS AND CONSIDERATIONS IN PLANNING OCCUPATIONAL EDUCATION FACILITIES. EACH ASPECT OF THE PLANNING PROCESS IS PRESENTED IN A CONCISE, EASY-TO-READ FORMAT WHICH SHOULD MAKE THE BOOK AN INVALUABLE GUIDE TO VOCATIONAL EDUCATORS AND FACILITY PLANNERS. THE BOOK IS ORGANIZED INTO TEN CHAPTERS. THE FIRST CHAPTER PRESENTS GENERAL PRINCIPLES AND PROCEDURES OF EDUCATIONAL FACILITY PLANNING. THE REMAINING NINE CHAPTERS THEN PROVIDE MORE COMPLETE TREATMENT OF THE CRITICAL PLANNING STEPS. (PM)

## VT 017 073

PAUTLER, ALBERT J.  
TEACHING SHOP AND LABORATORY  
SUBJECTS. THE MERRILL SERIES IN  
CAREER PROGRAMS.

DOCUMENT NOT AVAILABLE FROM EDRS.  
5054-08125  
CHARLES E. MERRILL PUB. CO., 1300



ALUM CREEK DR., COLUMBUS, OH 43216  
 PUB DATE - 71 185P. PMM  
 COLLECTION

DESCRIPTORS - CAREER EDUCATION;  
 TEXTBOOKS; VOCATIONAL EDUCATION;  
 \*SHOP CURRICULUM; TECHNICAL  
 EDUCATION; TRADE AND INDUSTRIAL  
 EDUCATION; \*TRADE AND INDUSTRIAL  
 TEACHERS; VOCATIONAL EDUCATION  
 TEACHERS; \*LESSON PLANS; \*BEGINNING  
 TEACHERS; TEACHING METHODS;  
 INDUSTRIAL ARTS; EVALUATION

ABSTRACT - THIS BOOK WAS WRITTEN BY  
 A PROFESSOR OF EDUCATION AT THE  
 STATE UNIVERSITY OF NEW YORK AT  
 BUFFALO FOR BOTH PRE-SERVICE AND  
 IN-SERVICE VOCATIONAL, TECHNICAL,  
 AND INDUSTRIAL ARTS TEACHERS AND  
 ANYONE RESPONSIBLE FOR TEACHING A  
 SHOP OR LABORATORY SUBJECT IN THE  
 PUBLIC SCHOOLS, THE MILITARY, OR  
 PRIVATE INDUSTRY. THE FIRST PART OF  
 THE BOOK DEALS WITH THE  
 PREPARATIONS A TEACHER SHOULD MAKE  
 BEFORE HIS CLASSES ACTUALLY BEGIN.  
 SUCH THINGS AS OBJECTIVES OF  
 EDUCATION, SCHOOL POLICIES AND  
 SERVICES, AND SHOP ORGANIZATION AND  
 MANAGEMENT ARE COVERED. AN IN DEPTH  
 STUDY OF LESSON PLANNING, THE  
 ORGANIZATION OF TEACHING MATERIALS,  
 AND MATERIAL TO BE TAUGHT MAKE UP  
 THE SECOND SECTION. THE THIRD PART  
 COVERS THE PRESENTATION ASPECT OF  
 TEACHING INCLUDING THE FIRST DAY  
 PROCEDURES, THE TEACHING-LEARNING  
 SITUATION, AND AIDS AND METHODS OF  
 INSTRUCTION. A CLOSING SECTION  
 DEALS WITH BOTH THE THEORETICAL AND  
 PRACTICAL SIDES OF EVALUATION AND  
 GRADING. AS AN AID TO TEACHERS AND  
 STUDENTS, EACH CHAPTER IS DIVIDED  
 INTO FOUR SECTIONS: (1)  
 PRESENTATION OF NEW MATERIAL, (2)  
 DISCUSSION QUESTIONS, (3)  
 ASSIGNMENTS, AND (4) ADDITIONAL  
 REFERENCES. (PM)

VT 017 082  
 MCMAHON, GORDON G.  
 CURRICULUM DEVELOPMENT IN TRADE AND  
 INDUSTRIAL AND TECHNICAL EDUCATION.  
 THE MERRILL SERIES IN CAREER  
 PROGRAMS.

DOCUMENT NOT AVAILABLE FROM EDRS.

5054-08131  
 CHARLES F. MERRILL PUB. CO., 1300  
 ALUM CREEK DR., COLUMBUS, OH 43216  
 PUB DATE - 72 134P. PMM  
 COLLECTION

DESCRIPTORS - CAREER EDUCATION;  
 \*TECHNICAL EDUCATION; \*TRADE AND  
 INDUSTRIAL EDUCATION; \*CURRICULUM  
 DEVELOPMENT; CURRICULUM EVALUATION;  
 VOCATIONAL EDUCATION; VOCATIONAL  
 EDUCATION TEACHERS; TRADE AND  
 INDUSTRIAL TEACHERS; CURRICULUM  
 PLANNING; HIGH SCHOOL CURRICULUM;  
 \*SHOP CURRICULUM; TEXTBOOKS;  
 RESOURCE MATERIALS

ABSTRACT - THIS BOOK IS INTENDED TO  
 PROVIDE AN APPROACH TO CURRICULUM  
 DEVELOPMENT AS WELL AS SET THE  
 PHILOSOPHICAL BASIS FOR TOTAL  
 VOCATIONAL CURRICULUM PLANNING.  
 CHAPTERS COVER: (1) THE DISTINCTION  
 BETWEEN EDUCATION FOR COLLEGE  
 ENTRANCE AND EDUCATION FOR  
 EMPLOYMENT, (2) RELATIONSHIP  
 BETWEEN VOCATIONAL CURRICULUM AND  
 GENERAL EDUCATION, (3) SELECTING  
 THE CURRICULUM COORDINATOR, (4)  
 NEED FOR AND USE OF THE LOCAL  
 SURVEY AS A TOOL FOR SELECTIVE  
 CURRICULUM AREAS AND THE ROLE OF  
 ADVISORY COMMITTEES, AND (5) BASIC  
 CONSIDERATIONS IN CURRICULUM  
 DEVELOPMENT. (PM)

VT 017 151  
 USING DECIMALS. LESSON I OF MATH  
 SERIES.

REHABILITATION RESEARCH FOUNDATION,  
 ELMORE, ALA.  
 MANPOWER ADMINISTRATION (DOL),  
 WASHINGTON, D.C.  
 MF AVAILABLE IN VT-ERIC SET.  
 TRADE AND INDUSTRIAL EDUCATION,  
 P.O. BOX 2847, UNIVERSITY, ALABAMA  
 35486 (\$ .50)  
 PUB DATE - 66 19P.

DESCRIPTORS - \*PROGRAMED MATERIALS;  
 ADULT EDUCATION; \*DECIMAL  
 FRACTIONS; WORKSHEETS; \*COURSE  
 CONTENT; MATHEMATICS CURRICULUM;  
 SKILL DEVELOPMENT;  
 \*AUTOINSTRUCTIONAL AIDS  
 IDENTIFIERS - BEGINNING COMPETENCE

ABSTRACT - THIS DOCUMENT COMPRISES THE FIRST LESSON OF A MATH SERIES DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. THE DOCUMENT PRESENTS CONTENT MATERIAL ON DECIMALS AND A SET OF PROBLEMS FOR STUDENTS TO WORK BASED ON THE INSTRUCTIONAL MATERIAL IN THE BOOKLET. PRE- AND POST-TEST WORK SHEETS ARE INCLUDED WITH THIS AUTOINSTRUCTIONAL AID. (DL)

VT 017 176 ED 068 678  
COOPERATIVE WORK EXPERIENCE  
COORDINATORS' MANUAL.

OREGON STATE BOARD OF EDUCATION,  
SALEM.  
EDRS PRICE MF-\$0.65 HC-\$3.29.  
OREGON BOARD OF EDUCATION, 942  
LANCASTER DRIVE N.E., SALEM, OREGON  
97310 (\$1.85)  
PUB DATE - 72 63P.

DESCRIPTORS - \*MANUALS; RESOURCE  
MATERIALS; CAREER EDUCATION;  
VOCATIONAL EDUCATION; \*PROGRAM  
PLANNING; VOCATIONAL DEVELOPMENT;  
COMMUNITY SUPPORT; \*COORDINATORS;  
\*WORK EXPERIENCE PROGRAMS;  
\*COOPERATIVE PROGRAMS; SECONDARY  
GRADES; POST SECONDARY EDUCATION;  
HUMANITIES  
IDENTIFIERS - EDUCATIONAL  
AWARENESS; \*OREGON; CAREER  
AWARENESS

ABSTRACT - THIS MANUAL HAS BEEN PREPARED BY THE COOPERATIVE WORK EXPERIENCE SPECIALIST OF THE INSTRUCTIONAL SERVICES DIVISION OF OREGON, WITH THE HELP OF OTHER WORK EXPERIENCE COORDINATORS, TO SERVE AS A GUIDE FOR TEACHERS, COORDINATORS, COUNSELORS, AND COMMUNITY LEADERS WHO ARE RESPONSIBLE FOR ESTABLISHING SECONDARY AND POST-SECONDARY COOPERATIVE WORK EXPERIENCE EDUCATION PROGRAMS. THIS BOOKLET OUTLINES FACTORS TO CONSIDER FOR IMPLEMENTING A PROGRAM, PLANNING PROCEDURES, RESPONSIBILITIES OF THE PARTICIPANTS (SCHOOL STAFF, EMPLOYERS, STUDENT TRAINEES, PARENTS), AND THE MINIMUM CRITERIA NEEDED TO QUALIFY FOR STATE REIMBURSEMENT. MUCH OF THE MATERIAL

IN THIS MANUAL IS DERIVED FROM THE CALIFORNIA STATE DEPARTMENT OF EDUCATION "HANDBOOK ON WORK EXPERIENCE EDUCATION." THIS DOCUMENT IS 3-HOLE PUNCHED FOR EASY INSERTION INTO A RING BINDER. A WIDE RANGE OF RESOURCE MATERIALS IS INCLUDED. (AG)

VT 017 232  
STONE, ELNA  
HOW TO GET A JOB.

DOCUMENT NOT AVAILABLE FROM EDRS.  
6012-08331  
BRUCE PUBLISHING CO., 2642  
UNIVERSITY AVE., ST. PAUL, MN 55114  
PUB DATE - 69 74P. PMM  
COLLECTION

DESCRIPTORS - CAREER EDUCATION;  
SECONDARY GRADES; POST SECONDARY  
EDUCATION; \*INSTRUCTIONAL  
MATERIALS; GUIDANCE; PROBLEM  
SOLVING; RESOURCE MATERIALS; JOBS;  
\*JOB APPLICATION; \*EMPLOYMENT  
INTERVIEWS; \*EMPLOYMENT  
QUALIFICATIONS  
IDENTIFIERS - EMPLOYMENT SKILLS;  
SELF AWARENESS

ABSTRACT - THIS BOOK WILL AID SECONDARY AND POST-SECONDARY STUDENTS TO HAVE ADEQUATE INFORMATION ABOUT THE TECHNIQUES OF JOB HUNTING. AFTER THE STUDENT HAS READ A SPECIFIC QUESTION, HE CAN ANSWER QUESTIONS WHICH WILL HELP HIM THINK ABOUT WHAT HE HAS READ AND APPLY THIS TO HIS OWN SITUATION. THE STUDENT WILL GET SOME PRACTICE DOING MANY OF THE THINGS THAT HE WILL DO IN LOOKING FOR A JOB SUCH AS FILLING OUT APPLICATION BLANKS, TAKING TESTS, AND WRITING A RESUME. THE MATERIAL IN THE BOOK IS ARRANGED IN SUCH A WAY THAT THE STUDENT CAN READ ONLY THE PART HE NEEDS AT ANY ONE TIME. (PM)

VT 017 339 ED 068 717  
RESOURCE MANUAL FOR THE DEVELOPMENT  
OF COOPERATIVE VOCATIONAL EDUCATION  
PROGRAMS UNDER THE VOCATIONAL  
EDUCATION ACT OF 1963, AS AMENDED  
P.L. 90-576.

BUREAU OF ADULT, VOCATIONAL, AND  
TECHNICAL EDUCATION (DHEW/OE),  
WASHINGTON, D.C.  
EDRS PRICE MF-\$0.65 HC-\$3.29.  
PUB DATE - JUL72 30P.

DESCRIPTORS - SECONDARY GRADES;  
EDUCATIONAL FINANCE; \*VOCATIONAL  
EDUCATION; PROGRAM DEVELOPMENT;  
\*COOPERATIVE PROGRAMS; VOCATIONAL  
DEVELOPMENT; WORK STUDY PROGRAMS;  
\*STATE PROGRAMS; \*PROGRAM PLANNING;  
\*RESOURCE MATERIALS; COMPARATIVE  
ANALYSIS; FINANCIAL SUPPORT  
IDENTIFIERS - DECISIONS;  
EDUCATIONAL AWARENESS; \*PUBLIC LAW  
90 576; VOCATIONAL EDUCATION ACT OF  
1963

ABSTRACT - THIS BOOKLET SUMMARIZES  
SELECTED FACTS AND SUGGESTIONS FOR  
THE USE OF STATE STAFFS IN PLANNING  
FOR THE DEVELOPMENT OF COOPERATIVE  
VOCATIONAL EDUCATION PROGRAMS UNDER  
PUBLIC LAW 90-576. DESIGNED TO  
PROVIDE PERTINENT INFORMATION AS  
TECHNICAL ASSISTANCE FOR  
FACILITATING THE DECISION-MAKING  
PROCESS, THIS RESOURCE MANUAL IS  
INTENDED FOR USE IN CONJUNCTION  
WITH "A GUIDE FOR COOPERATIVE  
VOCATIONAL EDUCATION," (ED 037 564)  
PUBLISHED BY THE UNIVERSITY OF  
MINNESOTA. TERM DEFINITIONS,  
FUNDING SOURCES FOR COOPERATIVE  
EDUCATION, SELECTED REGULATIONS FOR  
STATE VOCATIONAL EDUCATION  
PROGRAMS, ALLOWABLE EXPENDITURES OF  
FEDERAL AND MATCHING FUNDS, PERSONS  
SERVED BY COOPERATIVE PROGRAMS, AND  
ADDITIONAL PROGRAMMATIC INFORMATION  
ARE INCLUDED. A COMPARATIVE  
ANALYSIS OF STATE, COOPERATIVE, AND  
WORK-STUDY PROGRAMS FOR VOCATIONAL  
EDUCATION IS PRESENTED IN A 3-  
COLUMN FORMAT. THE RESOURCE  
MATERIALS WERE PREPARED BY AN  
EDUCATION PROGRAM SPECIALIST, UNDER  
THE DIRECTION OF THE CHIEF OF STATE  
PROGRAMS AND SERVICES. (AG)

VT 017 469 ED 069 876  
MAGER, ROBERT F.; BEACH, KENNETH M.,  
JR.  
DEVELOPING VOCATIONAL INSTRUCTION.

DOCUMENT NOT AVAILABLE FROM EDRS.  
1762-06409

FEARON PUBLISHERS/LEAR SIEGLER  
INC., EDUCATION DIVISION, 6 DAVIS  
DRIVE, BELMONT, CA 94002  
PUB DATE - 67 83P. PMM  
COLLECTION

DESCRIPTORS - CAREER EDUCATION;  
\*STAFF IMPROVEMENT; \*COURSE  
OBJECTIVES; \*COURSE ORGANIZATION;  
INSTRUCTIONAL MATERIALS;  
MEASUREMENT INSTRUMENTS; \*PROGRAM  
PLANNING; LESSON PLANS; TASK  
ANALYSIS; COURSE EVALUATION;  
VOCATIONAL EDUCATION TEACHERS;  
\*TEACHER EDUCATION

ABSTRACT - THIS BOOK IS DESIGNED TO  
HELP DEVELOP INSTRUCTION IN A  
VOCATIONAL OR TECHNICAL FIELD,  
ACCORDING TO PROCEDURES DEVELOPED  
IN THE RESEARCH LABORATORY AND  
TESTED IN THE CLASSROOM. THE STEPS  
INVOLVED IN PREPARING INSTRUCTION  
THAT CAN BE DEMONSTRATED TO  
FACILITATE LEARNING ARE DESCRIBED.  
THE MAIN GOAL OF THE BOOK IS TO  
DESCRIBE THE STEPS THAT MUST BE  
CARRIED OUT IF ONE IS TO BECOME AS  
EXPERT IN THE SKILL OF SYSTEMATIC  
COURSE DEVELOPMENT AS HE IS IN THE  
PRACTICE OF HIS OWN VOCATION OR  
TECHNICAL SPECIALTY. INCLUDED IS A  
LIST OF SOURCES OF INSTRUCTIONAL  
MATERIALS. (PM)

VT 017 477  
PROGRAM PLANNING GUIDE FOR TRADE  
AND INDUSTRIAL EDUCATION.

GREGG/MCGRAW-HILL ADVISORY  
COMMITTEE FOR TRADE AND INDUSTRIAL  
EDUCATION.  
DOCUMENT NOT AVAILABLE FROM EDRS.  
1570-08042  
GREGG/MCGRAW-HILL, HIGHTSTOWN, NJ  
08520  
PUB DATE - 72 99P. PMM  
COLLECTION

DESCRIPTORS - STAFF IMPROVEMENT;  
\*CURRICULUM GUIDES; VOCATIONAL  
EDUCATION TEACHERS; \*PROGRAM  
PLANNING; \*TRADE AND INDUSTRIAL  
EDUCATION; INDUSTRIAL ARTS;  
VOCATIONAL EDUCATION; \*CURRICULUM  
PLANNING; INSERVICE TEACHER  
EDUCATION

ABSTRACT - THIS PROGRAM PLANNING GUIDE AIDS INSTRUCTIONAL PERSONNEL IN PLANNING CURRICULUMS IN THE AREA OF TRADE AND INDUSTRIAL EDUCATION. IT COMES EQUIPPED WITH A DETACHABLE PLANNING GUIDE MATRIX AND FLOW CHART. THE GUIDE IS AIMED AT STAFF DEVELOPMENT WITH EMPHASIS PLACED ON TEACHING METHODS AND CAREER EDUCATION PROGRAMS ON THE SECONDARY AND POST-SECONDARY LEVELS. (PM)

VT 017 519

MANUFACTURING: INDUSTRIAL EDUCATION CURRICULUM GUIDE. INSTRUCTIONAL MATERIALS FOR USE WITH DISADVANTAGED STUDENTS IN VOCATIONAL EDUCATION.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL AND ADULT EDUCATION. MF AVAILABLE IN VT-ERIC SET. PUB DATE - AUG71 204P.

DESCRIPTORS - \*MANUFACTURING; CURRICULUM GUIDES; \*DISADVANTAGED YOUTH; \*TRADE AND INDUSTRIAL EDUCATION; SECONDARY GRADES; TEACHER DEVELOPED MATERIALS; RESOURCE MATERIALS; WORKSHEETS; TEACHING PROCEDURES; LEARNING ACTIVITIES; STUDENT TESTING; BEHAVIORAL OBJECTIVES  
IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - THESE COLOR-KEYED MODEL INSTRUCTIONAL MATERIALS FOR USE WITH DISADVANTAGED STUDENTS IN VOCATIONAL EDUCATION AT THE SECONDARY LEVEL WERE DEVELOPED BY A SPECIAL PROJECT COMMITTEE OF EDUCATORS IN INDUSTRIAL EDUCATION. INTENDED AS A SUGGESTED GUIDE FOR TEACHING UNITS WITHIN A 1-SEMESTER CURRICULUM ON MANUFACTURING, FOUR SECTIONS DEAL SEPARATELY WITH MANAGEMENT, METALS, PLASTIC, AND THE LABOR FORCE. FOR EACH TOPIC WITHIN A SECTION, BEHAVIORAL OBJECTIVES, TEACHING PROCEDURES, STUDENT EVALUATION ITEMS, RESOURCE LISTS, STUDENT WORKSHEETS, AND LEARNING ACTIVITIES ARE INCLUDED. EXTENSIVE RESOURCE MATERIALS, INCLUDING A GUIDE TO AUDIOVISUAL AIDS USED IN THE MANUFACTURING CURRICULUM, ARE APPENDED. THIS DOCUMENT IS 3-HOLE PUNCHED FOR EASY

ADDITION OR REMOVAL OF PAGES. (AG)

VT 017 520

CONSTRUCTION: INDUSTRIAL EDUCATION CURRICULUM GUIDE. INSTRUCTIONAL MATERIALS FOR USE WITH DISADVANTAGED STUDENTS IN VOCATIONAL EDUCATION.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL AND ADULT EDUCATION. MF AVAILABLE IN VT-ERIC SET. PUB DATE - AUG71 167P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; \*CONSTRUCTION (PROCESS); \*VOCATIONAL EDUCATION; \*DISADVANTAGED YOUTH; VOCATIONAL DEVELOPMENT; SECONDARY GRADES; BEHAVIORAL OBJECTIVES; WORKSHEETS; RESOURCE MATERIALS; \*CURRICULUM GUIDES; TEACHING PROCEDURES; LEARNING ACTIVITIES; EVALUATION TECHNIQUES  
IDENTIFIERS - EDUCATIONAL AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS COLOR-KEYED MODEL CURRICULUM GUIDE FOR A 1-SEMESTER INDUSTRIAL EDUCATION COURSE IN CONSTRUCTION AT THE SECONDARY LEVEL CONTAINS SIX TABBED UNITS OF INSTRUCTION: (1) TOOLS, EQUIPMENT, AND SUPPLIES, (2) TECHNOLOGY AND PEOPLE, WHICH COVERS LABOR PROCEDURES, (3) MANAGING CONSTRUCTION, (4) PRODUCTION TECHNOLOGY, (5) CITY AND REGIONAL PLANNING, AND (6) APPENDED RESOURCE MATERIALS. INTENDED FOR DISADVANTAGED STUDENTS IN VOCATIONAL EDUCATION, THESE INSTRUCTIONAL MATERIALS INCLUDE FOR EACH TOPIC BEHAVIORAL OBJECTIVES, TEACHING PROCEDURES, TIME ALLOTMENTS, AND LEARNING ACTIVITIES. RESOURCE LISTS, SUPPLIES AND EQUIPMENT LISTS, STUDENT WORKSHEETS, AND EVALUATION ITEMS ARE PROVIDED. DEVELOPED BY A PROJECT COMMITTEE OF VOCATIONAL TEACHERS AND SUPERVISORS AT THE HIGH SCHOOL LEVEL, THIS DOCUMENT IS 3-HOLE PUNCHED FOR EASE IN ADDITION AND REMOVAL OF SHEETS. (AG)

VT 017 539

CONNOR, J. ROBERT

A JOB WITH A FUTURE IN AUTOMOTIVE MECHANICS. JOBS WITH A FUTURE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.  
5017-03171

GROSSET & DUNLAP, INC., SUBS. OF  
NATIONAL GENERAL CORP, 51 MADISON  
AVE., NEW YORK, NY 10010  
PUB DATE - 69 128P. PMM  
COLLECTION

DESCRIPTORS - CAREER EDUCATION;  
INSTRUCTIONAL MATERIALS; RESOURCE  
GUIDES; SECONDARY GRADES; POST  
SECONDARY EDUCATION; \*INDUSTRIAL  
EDUCATION; JOBS; JOB TRAINING; JOB  
SKILLS; \*AUTO MECHANICS  
(OCCUPATION); AUTO MECHANICS;  
\*SKILLED OCCUPATIONS; \*TRADE AND  
INDUSTRIAL EDUCATION; \*OCCUPATIONAL  
INFORMATION  
IDENTIFIERS - ATTITUDES  
APPRECIATIONS; EMPLOYMENT SKILLS;  
\*CAREER AWARENESS

ABSTRACT - THIS TEXT DESIGNED FOR  
STUDENTS IN GRADES 10, 11, AND 12  
AND POST-SECONDARY STUDENTS TELLS  
THEM HOW TO GET IN ON THE ACTION OF  
BEING AN AUTOMOTIVE MECHANIC, WHERE  
TO GO, WHAT TO STUDY, WHAT  
QUESTIONS TO ASK, AND WHAT ANSWERS  
TO GIVE TO QUESTIONS WHEN THEY ARE  
ASKED. SOME OF THE CHAPTERS DEAL  
WITH TOPICS SUCH AS AUTOMOBILE  
COMPANY TRAINING PROGRAMS, WORKING  
IN A DEALERSHIP, DIAGNOSTIC  
CENTERS, AND TRUCK AND BUS  
MECHANICS. (PM)

VT 017 572

ADVISORY COUNCILS ARE ESSENTIAL TO  
VOCATIONAL EDUCATION PROGRAMS IN  
NEVADA.

NEVADA STATE DEPT. OF EDUCATION,  
CARSON CITY. DIV. OF VOCATIONAL-  
TECHNICAL AND ADULT EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
JON V. KRUG, EXECUTIVE DIRECTOR,  
NEVADA ADVISORY COUNCIL FOR  
MANPOWER TRAINING AND CAREER  
EDUCATION, STATE MAIL ROOM, CARSON  
CITY, NV 89701 (\$1.50)  
PUB DATE - JUN67 10P.

DESCRIPTORS - \*ADVISORY COMMITTEES;

\*VOCATIONAL EDUCATION; \*PROGRAM  
PLANNING; EDUCATIONAL PROGRAMS;  
\*PROGRAM ADMINISTRATION; LOCAL  
ISSUES  
IDENTIFIERS - NEVADA; \*LOCAL  
CONTROL

ABSTRACT - REALIZING THE NEED FOR  
THE DEVELOPMENT OF STRONG,  
EFFECTIVE ADVISORY COUNCILS AT THE  
LOCAL LEVEL TO AID IN THE PLANNING  
AND FUNCTIONAL OPERATION OF  
VOCATIONAL EDUCATION PROGRAMS SO AS  
TO KEEP THEM ATTUNED TO THE  
MANPOWER NEEDS OF THE COUNTRY, THIS  
BULLETIN, PREPARED BY NEVADA'S  
STATE DEPARTMENT OF EDUCATION, SETS  
FORTH SOME ORGANIZATIONAL  
GUIDELINES AND IMPLEMENTATION  
PROCEDURES TO HELP IN THE  
INITIATION PROCESS. TO FURTHER  
INSURE ITS OPERATION, 14 SUGGESTED  
OPERATIONAL PRACTICES ARE LISTED.  
(SN)

VT 017 605

TEEL, DEAN  
LET'S PUT 'EM TOGETHER.

NORTHERN ARIZONA UNIV., FLAGSTAFF.  
DEPT. OF INDUSTRIAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
VE-583  
PUB DATE - JUN72 32P. 3RD  
REVISION

DESCRIPTORS - EDUCATION;  
\*CURRICULUM DEVELOPMENT; TEACHER  
EDUCATOR EDUCATION; INDIVIDUALIZED  
INSTRUCTION; INSTRUCTIONAL MEDIA;  
\*MULTIMEDIA INSTRUCTION; BEHAVIORAL  
OBJECTIVES; GOAL ORIENTATION; TEST  
CONSTRUCTION; \*TEACHER EDUCATION  
CURRICULUM; \*COLLEGE CURRICULUM;  
VOCATIONAL DEVELOPMENT; INDUSTRIAL  
EDUCATION; \*CAREER EDUCATION;  
CURRICULUM GUIDES  
IDENTIFIERS - SELF AWARENESS;  
EDUCATIONAL AWARENESS; EMPLOYMENT  
SKILLS; \*VO-PAK

ABSTRACT - THIS COURSE IN PROGRAM  
DEVELOPMENT, GIVEN IN 1972 BY A  
TEACHER EDUCATOR IN THE DEPARTMENT  
OF INDUSTRIAL EDUCATION AT NORTHERN  
ARIZONA UNIVERSITY, DEALS WITH THE  
DEVELOPMENT OF INSTRUCTIONAL  
PACKAGES (VO-PAK) IN ORDER TO



INDIVIDUALIZE VOCATIONAL CURRICULUMS, PROVIDE FOR SELF-AWARENESS AND SKILL DEVELOPMENT, ALLOW FOR INTERACTION WITH OTHER STUDENTS, AND OFFER IMMEDIATE FEEDBACK FOR SELF-EVALUATION. FOR THIS TEACHER EDUCATION CURRICULUM FOR VOCATIONAL CERTIFICATION, THE TEACHER EDUCATOR IS GIVEN BEHAVIORAL OBJECTIVES FOR THE COURSE, A SELF-TEST FOR TEACHERS, VARIOUS MULTI-MEDIA LISTS, AND GUIDELINES FOR DEVELOPING GOALS AND BEHAVIORAL OBJECTIVES FOR LEARNING ACTIVITY PACKAGES SUCH AS VO-PAK. SAMPLE TEST ITEMS ARE INCLUDED FOR POSSIBLE VO-PAK OBJECTIVES, AND SUGGESTIONS FOR DEVELOPING TESTING MATERIALS ARE PROVIDED. (AG)

**VT 017 608**

AVIATION SUPPORT EQUIPMENT TECHNICIAN H 3 & 2. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C. BUREAU OF NAVAL PERSONNEL.  
MF AVAILABLE IN VT-ERIC SET.

NAVTRA-10316-A

PUB DATE - 72 530P. 1972  
EDITION

DESCRIPTORS - AVIATION TECHNOLOGY; \*MILITARY TRAINING; ARMED FORCES; VOCATIONAL DEVELOPMENT; \*AVIATION MECHANICS; MANUALS; \*SUBPROFESSIONALS; \*EQUIPMENT MAINTENANCE; VISUAL AIDS; INDEXES (LOCATORS); \*OCCUPATIONAL INFORMATION; ADULT VOCATIONAL EDUCATION; GOVERNMENT (ADMINISTRATIVE BODY) IDENTIFIERS - CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS RATE TRAINING MANUAL IS ONE OF A SERIES OF COURSES PREPARED FOR NAVY AND NAVAL RESERVE PERSONNEL WHO ARE STUDYING FOR ADVANCEMENT TO THE POSITIONS OF AVIATION SUPPORT EQUIPMENT TECHNICIAN H 3 AND 2. OCCUPATIONAL INFORMATION AND DESCRIPTIONS OF ADDITIONAL INSTRUCTIONAL MATERIALS TO HELP MEET JOB QUALIFICATIONS PRECEDE NUMEROUS CHAPTERS ON EQUIPMENT MAINTENANCE, WELDING, MECHANICAL SYSTEMS, AND RELATED

TOPICS. A WIDE RANGE OF LINE DIAGRAMS ILLUSTRATES THE TEXT, WHICH INCLUDES AN INDEX. (AG)

**VT 017 615**

A COURSE OUTLINE FOR AIR-CONDITIONING AND REFRIGERATION.

TENNESSEE STATE BOARD FOR VOCATIONAL EDUCATION, NASHVILLE.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 15P.

DESCRIPTORS - \*VOCATIONAL EDUCATION; SECONDARY GRADES; BEHAVIORAL OBJECTIVES; RESOURCE MATERIALS; TRADE AND INDUSTRIAL EDUCATION; TIME BLOCKS; \*AIR CONDITIONING; \*REFRIGERATION MECHANICS; VOCATIONAL DEVELOPMENT; \*COURSE DESCRIPTIONS; \*PROJECT TRAINING METHODS IDENTIFIERS - BEGINNING COMPETENCE; \*TENNESSEE

ABSTRACT - THIS COURSE OUTLINE PROVIDES A FLEXIBLE GUIDE FOR TEACHING AIR CONDITIONING AND REFRIGERATION COURSES IN VOCATIONAL EDUCATION IN TENNESSEE. A COURSE RATIONALE, BEHAVIORAL OBJECTIVES, AND A BRIEF OUTLINE OF THE 23 BLOCKS OF INSTRUCTION ARE INCLUDED. A RESOURCE LIST AND A BIBLIOGRAPHY ARE PROVIDED. THIS 2-YEAR, 1,080 HOUR PROGRAM FOR THE HIGH SCHOOL LEVEL MEETS THREE HOURS DAILY, FIVE DAYS A WEEK, AND ALLOWS TWO UNITS OF CREDIT YEARLY TOWARDS GRADUATION. INTENDED TO ACCOMMODATE TWO GROUPS OF STUDENTS PER DAY, 30 TO 40 PERCENT OF THE SCHEDULE WILL BE ALLOTTED TO MATHEMATICS, THEORY, AND RELATED SUBJECTS. PRACTICAL WORK WILL TAKE UP THE REMAINDER OF THE TIME. (AG)

**VT 017 637**

POWER: INDUSTRIAL EDUCATION CURRICULUM GUIDE. INSTRUCTIONAL MATERIALS FOR USE WITH DISADVANTAGED STUDENTS IN VOCATIONAL EDUCATION.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL AND ADULT EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - AUG71 326P.

DESCRIPTORS - WORKSHEETS; STUDENT EVALUATION; \*FLUID POWER EDUCATION; \*POWER MECHANICS; RESOURCE MATERIALS; \*CURRICULUM GUIDES; VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; SECONDARY GRADES; BEHAVIORAL OBJECTIVES; \*DISADVANTAGED YOUTH; ENERGY; \*TRADE AND INDUSTRIAL EDUCATION; TEACHING PROCEDURES; PRODUCER SERVICES; LEARNING ACTIVITIES IDENTIFIERS - EDUCATIONAL AWARENESS; BEGINNING COMPETENCE; \*POWER

ABSTRACT - THIS COLOR-KEYED MODEL CURRICULUM GUIDE FOR A 1-SEMESTER COURSE IN POWER FOR DISADVANTAGED OR HANDICAPPED STUDENTS IN INDUSTRIAL EDUCATION COVERS THESE TOPICS IN SIX TABBED SECTIONS: (1) ENERGY, (2) MECHANICAL POWER, (3) FLUID POWER, (4) ELECTRICAL POWER, (5) HEAT ENGINES, AND (6) APPENDED RESOURCE MATERIALS. DEVELOPED BY A PROJECT COMMITTEE OF TEACHERS AND SUPERVISORS IN VOCATIONAL EDUCATION AT THE HIGH SCHOOL LEVEL, THESE INSTRUCTIONAL MATERIALS INCLUDE FOR EACH TOPIC BEHAVIORAL OBJECTIVES, TEACHING PROCEDURES, RESOURCE LISTS, LEARNING ACTIVITIES, AND TIME ALLOTMENTS. STUDENT WORKSHEETS, EVALUATION ITEMS, AND EQUIPMENT AND SUPPLIES LISTS ARE PROVIDED. THIS DOCUMENT, WHICH IS 3-HOLE PUNCHED FOR EASE IN ADDITION OR REMOVAL OF SHEETS, GIVES INSTRUCTIONS ON THE USE OF THESE MATERIALS. THE GUIDE CAN BE ADAPTED EASILY TO A REGULAR VOCATIONAL EDUCATION SETTING. (AG)

VT 017 697

CURRICULUM GUIDE FOR VOCATIONAL CABINETMAKING, GRADES ELEVEN AND TWELVE.

CHICAGO BOARD OF EDUCATION, ILL.  
MF AVAILABLE IN VT-ERIC SET.  
BOARD OF EDUCATION, CITY OF  
CHICAGO, 228 NORTH LASALLE STREET,  
CHICAGO, ILLINOIS 60601 (\$2.50)  
PUB DATE - 70 195P.

DESCRIPTORS - GRADE 11; GRADE 12; CONSTRUCTION (PROCESS); \*TRADE AND

INDUSTRIAL EDUCATION;  
\*CABINETMAKING; \*CURRICULUM GUIDES;  
VOCATIONAL DEVELOPMENT; \*CITY WIDE  
PROGRAMS; BIBLIOGRAPHIES; RESOURCE  
MATERIALS; \*VOCATIONAL EDUCATION;  
INSTRUCTIONAL INNOVATION; LEARNING  
ACTIVITIES; TEACHING PROCEDURES;  
SEQUENTIAL PROGRAMS; PROJECT  
TRAINING METHODS  
IDENTIFIERS - \*CHICAGO PUBLIC  
SCHOOLS; BEGINNING COMPETENCE;  
EMPLOYMENT SKILLS

ABSTRACT - INTENDED TO PREPARE STUDENTS FOR IMMEDIATE POST-SECONDARY EMPLOYMENT OR FOR FURTHER TECHNICAL TRAINING, THIS CURRICULUM GUIDE FOR AN INNOVATIVE VOCATIONAL WOOD CABINETMAKING COURSE IN THE CHICAGO PUBLIC SCHOOLS CONTAINS A SEQUENCE OF TEN UNITS FOR GRADE 11 AND TEN UNITS FOR GRADE 12 THAT COVER PROJECT PLANNING, TOOLS, AND BASIC SKILLS DEVELOPMENT. DEVELOPED BY VOCATIONAL TEACHERS AT THE SECONDARY LEVEL WITH THE ASSISTANCE OF A CURRICULUM COMMITTEE OF INDUSTRIAL ARTS CONSULTANTS AND AN ADVISORY COMMITTEE OF EDUCATORS AND LEADERS IN INDUSTRY, THE INSTRUCTIONAL OUTLINES INCLUDE SUGGESTED LEARNING ACTIVITIES, GENERAL AND SPECIFIC GOALS AND BEHAVIORAL OBJECTIVES, TEACHING PROCEDURES, AND IDEAS FOR STUDENT EVALUATION. RESOURCE LISTS, DEVELOPMENTAL VOCABULARY LISTS, AND SPACE FOR THE TEACHER'S NOTES ARE PROVIDED. A WIDE RANGE OF PHOTOGRAPHS AND LINE DIAGRAMS ILLUSTRATE THE TEXT, WHICH PROVIDES A COURSE RATIONALE AND A BIBLIOGRAPHY. (AG)

VT 017 700

CURRICULUM GUIDE FOR ELECTRICAL OCCUPATIONS: WESTINGHOUSE AREA VOCATIONAL HIGH SCHOOL CLUSTER PROGRAM. APPLIANCE REPAIR: LEVELS III AND IV, GRADES ELEVEN AND TWELVE.

CHICAGO BOARD OF EDUCATION, ILL.  
MF AVAILABLE IN VT-ERIC SET.  
BOARD OF EDUCATION, CITY OF  
CHICAGO, 228 NORTH LASALLE STREET,  
CHICAGO, ILLINOIS 60601 (\$1.00)  
PUB DATE - 71 60P.

DESCRIPTORS - \*CURRICULUM GUIDES; SECONDARY GRADES; \*ELECTRICAL OCCUPATIONS; \*VOCATIONAL EDUCATION; \*APPLIANCE REPAIRING; OCCUPATIONAL CLUSTERS; COURSE CONTENT; LEARNING ACTIVITIES; RESOURCE MATERIALS; \*TRADE AND INDUSTRIAL EDUCATION IDENTIFIERS - EMPLOYMENT SKILLS; CAREER AWARENESS

ABSTRACT - THIS CURRICULUM GUIDE FOR SENIOR HIGH SCHOOL STUDENTS IS ONE OF A SERIES WHICH DEVELOPS THE CLUSTER CONCEPT IN OCCUPATIONAL EDUCATION AT ONE OF THE VOCATIONAL HIGH SCHOOLS IN CHICAGO. THE COURSE CONTENT REVIEWS ELECTRICITY AND ELECTRONICS TO PROVIDE THE STUDENT WITH A BETTER UNDERSTANDING OF THE OPERATION OF LARGE APPLIANCES. THE STUDENT SHOULD DEVELOP SKILLS WHICH ENABLE HIM TO IDENTIFY, REPLACE, AND REPAIR FAULTY COMPONENTS. SOME OF THESE SKILLS INCLUDE THE FOLLOWING: (1) GOOD WORKMANSHIP AND GOOD CUSTOMER RELATIONS, (2) PROPER USE OF TOOLS AND EQUIPMENT, (3) EXPERT TROUBLESHOOTING AND REPAIR TECHNIQUES, AND (4) AN ACUTE AWARENESS OF SAFETY. THERE ARE 11 UNITS IN GRADE 11 AND SEVEN UNITS IN GRADE 12. EACH UNIT CONTAINS AN OUTLINE OF COURSE CONTENT, SUGGESTED LEARNING ACTIVITIES, DEVELOPMENTAL VOCABULARY, AND RESOURCE MATERIAL. (DL)

VT 017 701

CURRICULUM GUIDE FOR VOCATIONAL ELECTRICITY, GRADES ELEVEN AND TWELVE.

CHICAGO BOARD OF EDUCATION, ILL.  
MF AVAILABLE IN VT-ERIC SET.  
BOARD OF EDUCATION, CHICAGO CITY SCHOOLS, 228 NORTH LASALLE STREET, CHICAGO, ILLINOIS 60601 (\$2.25)  
PUB DATE - 71 154P.

DESCRIPTORS - GRADE 11; GRADE 12; \*TRADE AND INDUSTRIAL EDUCATION; RESOURCE MATERIALS; \*VOCATIONAL EDUCATION; BIBLIOGRAPHIES; VOCATIONAL DEVELOPMENT; \*ELECTRICITY; \*CURRICULUM GUIDES; INSTRUCTIONAL INNOVATION; LEARNING ACTIVITIES; TEACHING PROCEDURES;

EVALUATION TECHNIQUES; \*CITY WIDE PROGRAMS; PROJECT TRAINING METHODS IDENTIFIERS - \*CHICAGO PUBLIC SCHOOLS; BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - INTENDED TO PREPARE STUDENTS FOR IMMEDIATE POST-SECONDARY EMPLOYMENT OR FOR FURTHER TECHNICAL TRAINING, THIS CURRICULUM GUIDE FOR AN INNOVATIVE VOCATIONAL ELECTRICITY COURSE IN THE CHICAGO PUBLIC SCHOOLS CONTAINS A SEQUENCE OF 18 UNITS FOR GRADE 11 AND EIGHT UNITS FOR GRADE 12 THAT COVER ELECTRICAL THEORY AND PRACTICAL SHOP ASSIGNMENTS. DEVELOPED BY VOCATIONAL TEACHERS AT THE SECONDARY LEVEL WITH THE ASSISTANCE OF AN ADVISORY COMMITTEE OF EDUCATORS AND LEADERS IN INDUSTRY, THE INSTRUCTIONAL OUTLINES INCLUDE SUGGESTED LEARNING ACTIVITIES, GENERAL AND SPECIFIC GOALS AND BEHAVIORAL OBJECTIVES, TEACHING PROCEDURES, AND IDEAS FOR STUDENT EVALUATION. RESOURCE LISTS, DEVELOPMENTAL VOCABULARY LISTS, AND SPACE FOR THE TEACHER'S NOTES ARE PROVIDED. THIS FLEXIBLE CURRICULUM GIVES A COURSE RATIONALE, COURSE PREREQUISITES, AND A BIBLIOGRAPHY. (AG)

VT 017 769 ED 069 917  
A HANDBOOK OF COOPERATIVE PROGRAMS FOR OKLAHOMA VOCATIONAL AND TECHNICAL EDUCATION.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION,  
STILLWATER.  
EDRS PRICE MF-\$0.65 HC-\$3.29  
OKLAHOMA STATE DEPT. OF VO-TECH EDUC., 1515 W. SIXTH ST., STILLWATER, OKLAHOMA 74074 (\$1.00)  
PUB DATE - 72 49P.; 1972  
REVISION

DESCRIPTORS - \*ARTICULATION (PROGRAM); \*COOPERATIVE PROGRAMS; HUMANITIES; INSTRUCTOR COORDINATORS; JOB TRAINING; MANUALS; PROGRAM COORDINATION; \*PROGRAM DESCRIPTIONS; RESOURCE MATERIALS; SECONDARY GRADES; \*STATE PROGRAMS; STUDENT EVALUATION; VOCATIONAL DEVELOPMENT; \*VOCATIONAL

EDUCATION  
IDENTIFIERS - EDUCATIONAL  
AWARENESS; \*OKLAHOMA

ABSTRACT - THIS REVISED HANDBOOK DESCRIBES OKLAHOMA'S COOPERATIVE PROGRAMS FOR THE SECONDARY GRADES IN VOCATIONAL EDUCATION, INCLUDING THE FOLLOWING TOPICS: (1) PURPOSES OF VOCATIONAL EDUCATION, (2) THE SIX TYPES OF COOPERATIVE PROGRAMS IN OKLAHOMA, (3) THE ROLE OF TEACHER-COORDINATOR, (4) THE ADVISORY COMMITTEE'S ROLE, (5) REGULATIONS, (6) TRAINING STATIONS, (7) SELECTION OF STUDENTS, (8) STUDENT EVALUATION, (9) YOUTH ORGANIZATIONS FOR COOPERATIVE EDUCATION STUDENTS, (10) COORDINATION OF PROGRAMS, AND (11) LEGAL CONSIDERATIONS. SAMPLE PROGRAM MATERIALS ARE APPENDED. (AG)

VT 017 786  
TRADE AND INDUSTRIAL EDUCATION.

CHRONICLE GUIDANCE PUBLICATIONS, INC., MORAVIA, N.Y.  
DOCUMENT NOT AVAILABLE FROM EDRS.  
1562-09652  
CHRONICLE GUIDANCE, MORAVIA, N.Y.  
13118  
PUB DATE - ND 287P. PMM  
COLLECTION

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; SECONDARY GRADES; CAREER EDUCATION; POST SECONDARY EDUCATION; INDEPENDENT STUDY; OCCUPATIONAL GUIDANCE; \*OCCUPATIONAL INFORMATION; \*SUPPLEMENTARY READING MATERIALS; AUTO MECHANICS; \*MACHINISTS; DRAFTSMEN; \*BUILDING TRADES; HEALTH OCCUPATIONS; FOOD SERVICE OCCUPATIONS; TECHNICAL OCCUPATIONS IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS DOCUMENT CONSISTS OF A SET OF 67 OCCUPATIONAL BRIEFS AND CORRESPONDING DICTIONARY OF OCCUPATIONAL TITLES (DOT) CODE NUMBERS ON A VARIETY OF JOBS IN THE TRADE AND INDUSTRIAL FIELDS, AND THE INFORMATION MAY BE USEFUL IN GRADES 9-14. JOBS COVERED INCLUDE TECHNICIANS, REPAIRMEN, DRAFTSMEN,

MACHINISTS, HEALTH OCCUPATIONS, AND BUILDING TRADES. EACH BRIEF CONCENTRATES ON ONE JOB GIVING A JOB DESCRIPTION, SALARIES, WORKING HOURS, ADVANTAGES, DISADVANTAGES, ADVANCEMENT OPPORTUNITIES, AND PERSONAL, EDUCATIONAL, AND TRAINING REQUIREMENTS. SOURCES OF FURTHER INFORMATION ARE INCLUDED. (PM)

VT 017 791  
APPRENTICEABLE TRADE.

CHRONICLE GUIDANCE PUBLICATIONS, INC., MORAVIA, N.Y.  
DOCUMENT NOT AVAILABLE FROM EDRS.  
1562-09646  
CHRONICLE GUIDANCE, MORAVIA, N.Y.  
13118  
PUB DATE - ND 182P. PMM  
COLLECTION

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; INDEPENDENT STUDY; \*EMPLOYMENT; OCCUPATIONAL GUIDANCE; \*APPRENTICESHIPS; \*OCCUPATIONS; FOOD SERVICE WORKERS; \*OCCUPATIONAL INFORMATION; \*ON THE JOB TRAINING; \*BUILDING TRADES; AUTO MECHANICS (OCCUPATION); TOOL AND DIE MAKERS; MACHINISTS IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS DOCUMENT CONSISTS OF A SET OF 43 OCCUPATIONAL BRIEFS AND CORRESPONDING DICTIONARY OF OCCUPATIONAL TITLES (DOT) CODE NUMBERS ON A VARIETY OF APPRENTICEABLE JOBS, AND THE INFORMATION MAY BE USEFUL IN GRADES 9-14. JOBS COVERED INCLUDE BUILDING TRADES, MACHINISTS, AUTO MECHANICS, FOUNDRY OCCUPATIONS, LOCKSMITH, GUNSMITH, AND WATCHMAKERS. EACH BRIEF CONCENTRATES ON ONE JOB GIVING A JOB DESCRIPTION, SALARIES, WORKING HOURS, ADVANTAGES, DISADVANTAGES, OPPORTUNITIES FOR ADVANCEMENT, AND PERSONAL, EDUCATIONAL, AND TRAINING REQUIREMENTS. SOURCES OF FURTHER INFORMATION ARE INCLUDED. (PM)

VT 018 071  
AVIATION STRUCTURAL MECHANIC E 3  
AND 2. RATE TRAINING MANUAL.

NAVAL TRAINING COMMAND, WASHINGTON,  
D.C.

MF AVAILABLE IN VT-ERIC SET.

NAVPER-10309-C

PUB DATE - 69 432P.

DESCRIPTORS - \*ADULT VOCATIONAL  
EDUCATION; GOVERNMENT  
(ADMINISTRATIVE BODY); VISUAL AIDS;  
VOCATIONAL DEVELOPMENT, INDEXES  
(LOCATORS); \*AVIATION MECHANICS;  
\*MILITARY TRAINING; \*MANUALS;  
\*AVIATION TECHNOLOGY; PROMOTION  
(OCCUPATIONAL); ARMED FORCES;  
OCCUPATIONAL INFORMATION  
IDENTIFIERS - EDUCATIONAL  
AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS RATE TRAINING  
MANUAL IS ONE OF A SERIES PREPARED  
FOR NAVY AND NAVAL RESERVE  
PERSONNEL WHO ARE STUDYING FOR  
ADVANCEMENT TO THE AVIATION  
STRUCTURAL MECHANIC E3 AND 2  
RATING. NECESSARY INFORMATION FOR  
MEETING JOB QUALIFICATIONS IS  
PROVIDED. THE TEN CHAPTERS COVER:  
(1) AERONAUTIC PUBLICATIONS, (2)  
HANDTOOLS, TUBING, AND FLEXIBLE  
HOSE, (3) CORROSION CONTROL, (4)  
PRESSURIZATION AND AIR-CONDITIONING  
SYSTEMS, (5) UTILITY SYSTEMS, (6)  
GASEOUS OXYGEN SYSTEMS, (7) LIQUID  
OXYGEN SYSTEMS, (8) EGRESS SYSTEMS,  
AND (9) LINE OPERATIONS AND  
MAINTENANCE. A WIDE RANGE OF  
PHOTOGRAPHS AND LINE DIAGRAMS  
ILLUSTRATE THE TEXT, WHICH INCLUDES  
AN INDEX. (AG)

VT 018 307

BENTLEY, R.G., AND OTHERS  
GRAPHIC COMMUNICATION SERIES:  
COMMUNICATING WITH GRAPHICS, ART  
WORK, IMAGE ASSEMBLY, PHOTO-  
CONVERSION, IMAGE CARRIER  
PREPARATION, IMAGE TRANSFER,  
FINISHING PROCEDURES, AND DECISION  
MAKING. (TEXT, TRANSPARENCIES, AND  
TEACHER'S MANUAL).

DOCUMENT NOT AVAILABLE FROM EDRS.  
1021-08890

A.B. DICK COMPANY, 5700 TOLU  
AVENUE, CHICAGO, ILLINOIS 60648  
PUB DATE - 70 467P. PMM  
COLLECTION

DESCRIPTORS - \*CAREER EDUCATION;  
INSTRUCTIONAL MATERIALS; RESOURCE  
MATERIALS; \*TRANSPARENCIES; VISUAL  
ARTS; INDUSTRIAL ARTS; SECONDARY  
GRADES; \*COMMUNICATIONS; PROBLEM  
SOLVING; \*GRAPHIC ARTS;  
\*PHOTOCOMPOSITION; DECISION MAKING  
IDENTIFIERS - DECISIONS; \*BEGINNING  
COMPETENCE

ABSTRACT - THIS SERIES IS A  
COMPLETE TEACHING-LEARNING SYSTEM  
DESIGNED AND WRITTEN FOR SECONDARY  
STUDENTS OF GRAPHIC COMMUNICATIONS.  
THE SERIES CONSISTS OF A TEACHER'S  
MANUAL, TRANSPARENCY MASTERS, AND  
EIGHT TEXTBOOKS COVERING THESE  
TOPICS: (1) COMMUNICATING WITH  
GRAPHICS, (2) IMAGE TRANSFER, (3)  
IMAGE CARRIER PREPARATION, (4)  
PHOTO CONVERSION, (5) IMAGE  
ASSEMBLY, (6) ARTWORK, (7) DECISION  
MAKING, AND (8) FINISHING  
PROCEDURES. (SB)

VT 018 365

HULL MAINTENANCE TECHNICIAN 1 & C.  
RATE TRAINING MANUAL.

NAVAL TRAINING COMMAND, WASHINGTON,  
D.C.

MF AVAILABLE IN VT-ERIC SET.

NAVTRA-10574

PUB DATE - 72 217P. REVISED  
EDITION

DESCRIPTORS - \*MILITARY TRAINING;  
PROMOTION (OCCUPATIONAL); \*ADULT  
VOCATIONAL EDUCATION; VOCATIONAL  
DEVELOPMENT; TASK PERFORMANCE; \*JOB  
TRAINING; \*MANUALS; EMPLOYMENT  
QUALIFICATIONS; \*EQUIPMENT  
MAINTENANCE; SUBPROFESSIONALS  
IDENTIFIERS - \*HULL MAINTENANCE  
TECHNICIAN 1 & C

ABSTRACT - THIS REVISED RATE  
TRAINING MANUAL FOR NAVY AND NAVAL  
RESERVE PERSONNEL COVERS THE DUTIES  
REQUIRED TO PREVENT, MINIMIZE, AND  
CORRECT THE EFFECTS OF OPERATIONAL  
AND BATTLE DAMAGE TO SHIPS AND  
PERSONNEL IN ORDER TO MAINTAIN FIRE  
POWER, MOBILITY, MANEUVERABILITY,  
AND BUOYANCY. INFORMATION IS  
PRESENTED WHICH RELATES TO TASKS  
REQUIRED TO MEET SHIPBOARD NEEDS--  
THOSE WHICH ARE ASSIGNED TO THE



**JOBS OF HULL MAINTENANCE TECHNICIAN FIRST CLASS AND CHIEF HULL MAINTENANCE TECHNICIAN. THE 14 TOPICAL CHAPTERS COVER: (1) ADVANCEMENT AND RESPONSIBILITIES, (2) SHOP SUPERVISION, (3) SHIP REPAIR, (4) METALLURGY AND HEAT TREATING, (5) WELDING, (6) NONDESTRUCTIVE TESTS AND INSPECTIONS OF WELDS, (7) BOAT REPAIRS, (8) SHIP STABILITY, (9) DAMAGE CONTROL DIAGRAMS AND BLUEPRINTS, (10) THE DAMAGED SHIP, (11) DAMAGE CONTROL, (12) CBR - CONTAMINATION AND DECONTAMINATION, (13) JOB TRAINING, AND (14) SECURITY PROGRAMS. A WIDE RANGE OF PHOTOGRAPHS AND LINE DIAGRAMS ILLUSTRATE THE TEXT, WHICH INCLUDES AN INDEX. (AG)**

**VT 018 455  
GROHE, WILLIAM  
PRECISION INSPECTION MANUAL-1.**

**RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB. NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION. MF AVAILABLE IN VT-ERIC SET. PUB DATE - ND 174P.**

**DESCRIPTORS - \*STUDY GUIDES; TEACHING GUIDES; SECONDARY GRADES; \*HAND TOOLS; \*VOCATIONAL EDUCATION; SHOP CURRICULUM; \*UNIT PLAN; INSTRUCTIONAL MATERIALS; MEASUREMENT; \*MEASUREMENT INSTRUMENTS; EQUIPMENT IDENTIFIERS - \*PRECISION MEASUREMENT**

**ABSTRACT - THIS MANUAL IS DESIGNED TO ACQUAINT STUDENTS WITH VARIOUS NONPRECISION AND PRECISION TOOLS. FOLLOWING BRIEF INTRODUCTORY MATERIAL ON THE ORIGIN AND HISTORY OF TOOLS, THE MANUAL IS DIVIDED INTO TWO UNITS, EACH OF WHICH IS MADE UP OF A SERIES OF INFORMATION TOPICS. THE FIRST UNIT INCLUDES 15 LESSONS COVERING SUCH NONPRECISION TOOLS AS THE STEEL SCALE, VARIOUS TYPES OF CALIPERS, DIVIDERS, SQUARES, AND GAUGES. WHILE UNIT II PRESENTS 11 LESSONS DEALING WITH MICROMETER INSTRUMENTS. EACH LESSON**

**INCLUDES OBJECTIVES, TOPICAL INFORMATION, FILL-IN STATEMENTS, TRUE OR FALSE TEST, AND ASSIGNMENT TEST. EACH UNIT ALSO PROVIDES A SUMMARY OF IMPORTANT FACTS AND A FINAL ACHIEVEMENT TEST. THE TEXT IS ILLUSTRATED WITH NUMEROUS PHOTOGRAPHS, DRAWINGS, AND DIAGRAMS. (AW)**

**VT 018 461  
HENDERSON, JOSEPH  
SCIENTIFIC GLASSBLOWING 1 AND 2. STUDENT MANUAL.**

**RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB. NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION. MF AVAILABLE IN VT-ERIC SET. PUB DATE - SEP72 235P.**

**DESCRIPTORS - \*MANUALS; \*VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; \*GLASS; \*SKILLED OCCUPATIONS; VISUAL AIDS; \*STATE CURRICULUM GUIDES; EMPLOYMENT OPPORTUNITIES; DEVELOPMENTAL VOCABULARY; STUDENT TESTING; EDUCATIONAL OBJECTIVES; LEARNING ACTIVITIES; RESOURCE MATERIALS; QUESTIONING TECHNIQUES IDENTIFIERS - \*SCIENTIFIC GLASSBLOWING; EDUCATIONAL AWARENESS**

**ABSTRACT - THIS STUDENT MANUAL CONTAINS LABORATORY WORKSHEETS, READING MATERIALS, TERM DEFINITIONS, PHOTOGRAPHS AND OTHER VISUAL AIDS, AND RESOURCE MATERIALS FOR A 7-UNIT INTRODUCTORY SCIENTIFIC GLASSBLOWING COURSE AND A FOLLOWING 7-UNIT COURSE, DEVELOPED BY A CONSULTANT AT A COMMUNITY COLLEGE FOR NEW JERSEY VOCATIONAL CURRICULUMS. STUDENT TESTS AND STUDENT RECORD SHEETS ARE INCLUDED. PERFORMANCE OBJECTIVES, CLASSROOM ASSIGNMENTS, RELATED INFORMATION, AND QUESTIONS ARE PRESENTED FOR EACH UNIT. A MAP LOCATING EACH SCIENTIFIC GLASSBLOWER IN THE UNITED STATES IS INCLUDED. (AG)**

**VT 018 485 ED 070 901  
PLUE, WILLIAM V., AND OTHERS  
VOCATIONAL EDUCATION CURRICULUM**

GUIDE FOR THE HIGH SCHOOL E.M.R.: A  
FIELD TEST COPY. RESEARCH MONOGRAPH  
NUMBER 11, VOLUME 2.

UNIVERSITY OF SOUTHERN MISSISSIPPI,  
HATTIESBURG. BUREAU OF EDUCATIONAL  
RESEARCH.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - JUL72 343P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; VOCATIONAL DEVELOPMENT;  
\*STATE CURRICULUM GUIDES; \*HIGH  
SCHOOL STUDENTS; BEHAVIORAL  
OBJECTIVES; PSYCHOMOTOR SKILLS;  
ENVIRONMENTAL INFLUENCES; TEACHING  
PROCEDURES; SOCIAL MATURITY;  
\*EDUCABLE MENTALLY HANDICAPPED;  
SKILL DEVELOPMENT; LEARNING  
ACTIVITIES; RESOURCE MATERIALS;  
GOAL ORIENTATION; \*CURRICULUM  
DEVELOPMENT  
IDENTIFIERS - \*MISSISSIPPI

ABSTRACT - THIS VOCATIONAL  
EDUCATION CURRICULUM GUIDE FOR  
EDUCABLE MENTALLY HANDICAPPED HIGH  
SCHOOL STUDENTS, AN OUTGROWTH OF A  
MISSISSIPPI STATE RESEARCH PROJECT,  
WAS DEVELOPED BY A PROFESSOR FROM  
THE UNIVERSITY OF SOUTHERN  
MISSISSIPPI'S DEPARTMENT OF SPECIAL  
EDUCATION TO BE FIELD-TESTED,  
REVISED, AND EXPANDED. UNDER THE  
GENERAL COMPETENCIES OF PSYCHOMOTOR  
SKILLS, SOCIAL MATURITY, AND  
ENVIRONMENTAL CONCERNS, SAMPLE  
TOPICAL UNITS INCLUDE BEHAVIORAL  
OBJECTIVES, UNIT RATIONALES,  
LEARNING ACTIVITIES, AND TEACHING  
SUGGESTIONS. JOB DESCRIPTION  
SAMPLES AND SAMPLE WORK  
PERFORMANCES ARE APPENDED. THIS  
DOCUMENT IS RELATED TO THREE  
OTHERS, AVAILABLE AS VT 018 478, VT  
018 483, AND VT 018 484 IN ARM  
VOL.6, NO.2. (AG)

VT 018 515 ED 072 197  
TOWNE, DOUGLAS C.; WALLACE, SYDNEY  
VOCATIONAL INSTRUCTIONAL MATERIALS  
FOR STUDENTS WITH SPECIAL NEEDS.

NORTHWEST REGIONAL EDUCATIONAL  
LAB., PORTLAND, OREG.  
OREGON STATE BOARD OF EDUCATION,  
SALEM. DIV. OF CAREER EDUCATION  
PROGRAMS.; BUREAU OF ADULT,

VOCATIONAL, AND TECHNICAL EDUCATION  
(DHEW), WASHINGTON, D.C.  
EDRS PRICE MF-\$0.65 HC-\$9.87.  
PUB DATE - AUG72 235P.

DESCRIPTORS - \*DISADVANTAGED YOUTH;  
\*HANDICAPPED STUDENTS;  
\*DIRECTORIES; \*INSTRUCTIONAL  
MATERIALS; \*VOCATIONAL EDUCATION;  
VOCATIONAL DEVELOPMENT; VISUAL  
AIDS; FEEDBACK; CITATION INDEXES;  
INDIVIDUALIZED INSTRUCTION  
IDENTIFIERS - DICTIONARY OF  
OCCUPATIONAL TITLES

ABSTRACT - THIS DIRECTORY OF  
INSTRUCTIONAL MATERIALS IS DESIGNED  
FOR USE BY VOCATIONAL EDUCATION  
TEACHERS OF THE DISADVANTAGED OR  
HANDICAPPED STUDENT. REPRESENTING A  
NUMBER OF SOURCES AND A VARIETY OF  
APPROACHES TO CURRICULAR MATERIALS  
FOR STUDENTS WITH SPECIAL NEEDS,  
THIS LISTING COVERS 24 TOPICS, FROM  
INDIVIDUALIZED CURRICULUMS TO  
INSTRUCTIONAL SUPPORT SYSTEMS.  
FEDERALLY FUNDED UNDER THE  
VOCATIONAL EDUCATION AMENDMENTS OF  
1968, THE TEXT IS ILLUSTRATED WITH  
LINE DRAWINGS. EACH INSTRUCTIONAL  
CATEGORY, SUCH AS OFFICE  
OCCUPATIONS, IS CROSS-REFERENCED  
WITH THE DICTIONARY OF OCCUPATIONAL  
TITLES. INSTRUCTIONS FOR LOCATING  
MATERIALS UNDER THE APPROPRIATE  
PROGRAM HEADING, AN EXPLANATION OF  
THE CODING SYSTEM AND THE METHOD OF  
ORDERING SELECTED DOCUMENTS FOR  
PURCHASE FROM THE GOVERNMENT  
PRINTING OFFICE ARE PROVIDED. FOR  
EACH DOCUMENT CITATION, THESE NINE  
AREAS OF INFORMATION ARE GIVEN: (1)  
TITLE, (2) AUTHOR, (3) CORPORATE  
AUTHOR, (4) A STATEMENT OF RELEVANT  
INSTRUCTIONAL AREAS, (5) A BRIEF  
ANNOTATION OF THE POTENTIAL USE OF  
THIS MATERIAL, (6) SUBJECT CONTENT,  
(7) A DESCRIPTION OF THE MATERIALS,  
(8) THE INSTRUCTIONAL MEDIA, AND  
(9) THE SOURCE OF THE DOCUMENT. AN  
EVALUATION FORM IS INCLUDED FOR  
TEACHER FEEDBACK. (AG)

VT 018 564  
HARTMAN, WILLIAM J.  
BASIC DRAFTING INSTRUCTIONAL UNITS.  
CURRICULUM MATERIAL.

OKLAHOMA STATE DEPT. OF VOCATIONAL  
AND TECHNICAL EDUCATION,  
STILLWATER.

MF AVAILABLE IN VT-ERIC SET.  
CURRICULUM AND INSTRUCTIONAL  
MATERIALS CENTER, STATE DEPT. OF  
VOC-TECH EDUCATION, 1515 W. 6TH  
AVENUE, STILLWATER, OKLAHOMA 74074  
(\$12.00)

PUB DATE - 72 524P.

DESCRIPTORS - \*STATE CURRICULUM  
GUIDES; \*INSTRUCTIONAL INNOVATION;  
\*TRADE AND INDUSTRIAL EDUCATION;  
SECONDARY GRADES; TRANSPARENCIES;  
GOAL ORIENTATION; BEHAVIORAL  
OBJECTIVES; \*DRAFTING; \*VOCATIONAL  
EDUCATION; VOCATIONAL DEVELOPMENT;  
INSTRUCTIONAL IMPROVEMENT; LEARNING  
ACTIVITIES; OBJECTIVE TESTS; ANSWER  
KEYS; MANUFACTURING  
IDENTIFIERS - \*OKLAHOMA; BEGINNING  
COMPETENCE

ABSTRACT - THIS COLOR-KEYED STATE  
CURRICULUM GUIDE IS DESIGNED TO  
PROVIDE AN INNOVATIVE BASIC  
CURRICULUM IN DRAFTING AND TO  
PREPARE STUDENTS FOR MORE ADVANCED  
STUDIES. DEVELOPED BY A VOCATIONAL  
DRAFTING INSTRUCTOR AT AN AREA  
VOCATIONAL CENTER, WITH THE AID OF  
A STATE CURRICULUM COMMITTEE, THESE  
13 INSTRUCTIONAL UNITS SHOULD  
CONSTITUTE 60 PERCENT OF THE COURSE  
WORK. INTENDED TO IMPROVE DRAFTING  
INSTRUCTION UNIFORMLY THROUGHOUT  
OKLAHOMA, THIS CODED GUIDE PRESENTS  
GENERAL AND SPECIFIC GOALS AND  
BEHAVIORAL OBJECTIVES, SUGGESTED  
LEARNING ACTIVITIES, STUDENT  
ASSIGNMENT SHEETS, AND INFORMATION  
SHEETS FOR EACH TOPICAL UNIT.  
TRANSPARENCIES, OBJECTIVE TESTS,  
AND ANSWER KEYS ARE INCLUDED. A  
COURSE RATIONALE PRECEDES  
INSTRUCTIONS FOR THE USE OF THIS  
PUBLICATION. (AG)

VT 018 597 ED 073 247  
COOPERATIVE OCCUPATIONAL EDUCATION  
PROGRAMS ADMINISTRATIVE HANDBOOK.

NEW YORK STATE EDUCATION DEPT.,  
ALBANY. OFFICE OF OCCUPATIONAL  
EDUCATION.  
EDRS PRICE MF-\$0.65 HC NOT  
AVAILABLE FROM EDRS.

PUB DATE - 72 92P.

DESCRIPTORS - \*COOPERATIVE  
EDUCATION; \*PROGRAM DESCRIPTIONS;  
\*STATE PROGRAMS; \*WORK EXPERIENCE  
PROGRAMS; \*ADMINISTRATOR GUIDES;  
EDUCATIONAL OBJECTIVES;  
ADMINISTRATIVE ORGANIZATION;  
PROGRAM PLANNING; PROGRAM  
ADMINISTRATION; VOCATIONAL  
EDUCATION  
IDENTIFIERS - \*NEW YORK

ABSTRACT - THIS ADMINISTRATOR GUIDE  
DESCRIBES OCCUPATIONAL COOPERATIVE  
AND WORK-STUDY PROGRAMS IN THE  
STATE OF NEW YORK, DETAILING THE  
ADVANTAGES OF COOPERATIVE EDUCATION  
FOR THE STUDENT, THE SCHOOL, THE  
EMPLOYER, AND THE COMMUNITY. A  
RATIONALE FOR WORK EXPERIENCE  
PROGRAMS PRECEDES A CHART GIVING  
OBJECTIVES, TIME ALLOTMENTS,  
STUDENT CHARACTERISTICS, AND OTHER  
PERTINENT INFORMATION RELATING TO  
NEW YORK WORK EXPERIENCE PROGRAMS.  
DIVERSE ADMINISTRATIVE  
CONSIDERATIONS ARE DISCUSSED,  
RANGING FROM STAFFING TO PROGRAM  
PLANNING. PROGRAM FEATURES ARE  
SPECIFIED FOR EACH TYPE OF  
COOPERATIVE PROGRAM. LINE DIAGRAMS  
ILLUSTRATE THE TEXT, WHICH INCLUDES  
A BIBLIOGRAPHY AND A GLOSSARY. (AG)

VT 018 697 ED 072 244  
GREEN, CHARLES  
STRENGTH OF MATERIALS—MACHINISTS.

MIDDLESEX COUNTY VOCATIONAL AND  
TECHNICAL HIGH SCHOOLS, NEW  
BRUNSWICK, N.J.; NEW JERSEY STATE  
DEPT. OF EDUCATION, TRENTON.;  
RUTGERS, THE STATE UNIV., NEW  
BRUNSWICK, N.J. CURRICULUM LAB.  
EDRS PRICE MF-\$0.65 HC NOT  
AVAILABLE FROM EDRS.  
N.J. VOC-TECH CURRICULUM LAB.,  
RUTGERS UNIVERSITY, BUILDING 4103,  
KILMER CAMPUS, NEW BRUNSWICK, N.J.  
08903 (\$2.50)  
PUB DATE - JUL71 252P.

DESCRIPTORS - \*MANUALS; VISUAL  
AIDS; SECONDARY GRADES; \*TRADE AND  
INDUSTRIAL EDUCATION; VOCATIONAL  
EDUCATION; VOCATIONAL DEVELOPMENT;  
QUESTIONING TECHNIQUES; \*TEXTBOOKS;

MANUFACTURING; RESOURCE MATERIALS;  
 ACHIEVEMENT TESTS; \*METALS; \*SHOP  
 CURRICULUM; GLOSSARIES; INDUSTRIAL  
 ARTS  
 IDENTIFIERS - \*NEW JERSEY;  
 BEGINNING COMPETENCE

ABSTRACT - INTENDED FOR USE IN A 1-  
 YEAR CURRICULUM IN AN AREA  
 VOCATIONAL HIGH SCHOOL, THIS  
 STUDENT MANUAL FOR MACHINE SHOP  
 WORK WITH INDUSTRIAL METALS  
 CONTAINS 17 INSTRUCTIONAL UNITS,  
 EACH WITH A BEHAVIORAL OBJECTIVE,  
 RELATED INFORMATION, SHOP  
 PROCEDURES, EQUIPMENT AND MATERIALS  
 LISTS, AND STUDENT WORKSHEETS.  
 DEVELOPED BY A REGIONAL GROUP OF  
 TEACHERS AND SUPERVISORS AND TESTED  
 IN FOUR VOCATIONAL SCHOOLS, THIS  
 TEXT WAS PREPARED BY THE CHAIRMAN  
 OF THE DRAFTING DEPARTMENT AT AN  
 AREA VOCATIONAL HIGH SCHOOL. A  
 COURSE RATIONALE, SUPPLIES LIST, A  
 GLOSSARY, REFERENCE LISTS, AND  
 STUDENT ACHIEVEMENT TESTS ARE  
 INCLUDED. WORKING DIAGRAMS AND  
 OTHER VISUAL AIDS ILLUSTRATE THE  
 TEXT. (AG)

VT 018 698 ED 072 245  
 WASSERMAN, EDWARD  
 THE RELATED SCIENCE OF COSMETOLOGY.

BERGEN COUNTY VOCATIONAL-TECHNICAL  
 HIGH SCHOOL, HACKENSACK, N.J.; NEW  
 JERSEY STATE DEPT. OF EDUCATION,  
 TRENTON. DIV. OF VOCATIONAL  
 EDUCATION.; RUTGERS, THE STATE  
 UNIV., NEW BRUNSWICK, N.J.  
 CURRICULUM LAB.  
 EDRS PRICE MF-\$0.65 HC NOT  
 AVAILABLE FROM EDRS.  
 N.J. VOC-TECH CURRICULUM LAB.,  
 RUTGERS UNIVERSITY, BLDG. 4103,  
 KILMER CAMPUS, NEW BRUNSWICK, N.J.  
 08903 (\$2.00)  
 PUB DATE - AUG72 145P.

DESCRIPTORS - PREVOCATIONAL  
 EDUCATION; VISUAL AIDS; HUMAN  
 SERVICES; GLOSSARIES; \*HIGH SCHOOL  
 CURRICULUM; \*STATE CURRICULUM  
 GUIDES; VOCATIONAL DEVELOPMENT;  
 \*COSMETOLOGY; REVIEW  
 (REEXAMINATION); LEARNING  
 ACTIVITIES; \*TRADE AND INDUSTRIAL  
 EDUCATION; \*SCIENCE INSTRUCTION;

GOAL ORIENTATION  
 IDENTIFIERS - \*NEW JERSEY

ABSTRACT - INTENDED AS AN  
 INSTRUCTIONAL GUIDE FOR THE USE OF  
 A SCIENCE TEACHER OR BEAUTY CULTURE  
 SHOP TEACHER IN TEACHING THE  
 SCIENTIFIC ASPECTS IN A 1-YEAR  
 PREVOCATIONAL COSMETOLOGY PROGRAM  
 AT AREA VOCATIONAL HIGH SCHOOLS,  
 THIS STATE CURRICULUM GUIDE WAS  
 DEVELOPED BY A COMMITTEE OF  
 VOCATIONAL INSTRUCTORS AND FIELD  
 TESTED IN THREE VOCATIONAL SCHOOLS.  
 AN INTRODUCTORY COURSE RATIONALE  
 PRECEDES 11 TOPICAL UNITS, WHICH  
 FOCUS ON THE FOLLOWING AREAS: (1)  
 HYGIENE AND SANITATION, (2)  
 MICROSCOPIC ORGANISMS, (3) THE  
 HUMAN BODY, (4) THE SKIN, (5) THE  
 HAIR AND SCALP, (6) THE NAIL, (7)  
 THE CHEMISTRY OF HAIR PRODUCTS, (8)  
 CHEMISTRY OF TINTS AND BLEACHES,  
 (9) CHEMISTRY OF COSMETICS, (10)  
 ELECTRICITY IN THE SALON, AND (11)  
 LIGHT IN THE SALON. IMPORTANT  
 TEACHING POINTS ARE SUMMARIZED,  
 REVIEW QUESTIONS ARE PRESENTED, AND  
 LEARNING ACTIVITIES ARE GIVEN FOR  
 EACH OF THE 11 INSTRUCTIONAL UNITS.  
 GLOSSARIES, READING MATERIALS, AND  
 NUMEROUS LINE DIAGRAMS ENRICH THE  
 TEXT. (AG)

VT 018 699 ED 072 246  
 SCIENTIFIC GLASSBLOWING TECHNOLOGY:  
 A SUGGESTED TWO-YEAR POST HIGH  
 SCHOOL CURRICULUM.

SALEM COUNTY TECHNICAL INST., PENNS  
 GROVE, N.J.; NEW JERSEY STATE DEPT.  
 OF EDUCATION, TRENTON. DIV. OF  
 VOCATIONAL EDUCATION.; RUTGERS, THE  
 STATE UNIV., NEW BRUNSWICK, N.J.  
 CURRICULUM LAB.  
 EDRS PRICE MF-\$0.65 HC NOT  
 AVAILABLE FROM EDRS.  
 N.J. VOC-TECH CURRICULUM LAB.,  
 RUTGERS UNIVERSITY, BUILDING 4103,  
 KILMER CAMPUS, NEW BRUNSWICK, N.J.  
 08903 (\$2.50)  
 PUB DATE - JAN72 108P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
 POST SECONDARY EDUCATION; \*GLASS;  
 \*TECHNOLOGY; MANUFACTURING; JOB  
 TRAINING; VOCATIONAL DEVELOPMENT;  
 \*TECHNICAL EDUCATION; TRADE AND

INDUSTRIAL EDUCATION; RESOURCE MATERIALS; SKILL DEVELOPMENT; PROGRAM PLANNING; \*COURSE DESCRIPTIONS; TRAINING OBJECTIVES; PROJECT TRAINING METHODS; CHEMICAL TECHNICIANS IDENTIFIERS - BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - THIS CURRICULUM GUIDE, DESIGNED AS AN AID IN PLANNING AND DEVELOPING A 2-YEAR POST-SECONDARY CURRICULUM IN SCIENTIFIC GLASS TECHNOLOGY, PROVIDES GUIDELINES FOR THE USE OF ADMINISTRATORS, SUPERVISORS, AND TEACHERS. DEVELOPED BY A REGIONAL GROUP OF FACULTY AND STAFF AT A TECHNICAL INSTITUTE, THIS SUGGESTED CURRICULUM OUTLINE WOULD ALSO BE APPLICABLE FOR A PART-TIME PROGRAM FOR EMPLOYED ADULTS. A PROGRAM RATIONALE, RESOURCE LISTS, AND DESCRIPTIONS OF LABORATORY EXPERIMENTS ARE INCLUDED. GENERAL PROGRAM DEVELOPMENT CONSIDERATIONS ARE DETAILED, EMPHASIZING THE ROLE OF LIBRARY FACILITIES AND THE USE OF EQUIPMENT CHARACTERISTIC OF SCIENTIFIC GLASSBLOWING TECHNOLOGY. COURSE DESCRIPTIONS FOR FOUR SEMESTERS OF 15 CLASS HOURS AND 15 LAB HOURS EACH ARE PRESENTED, GROUPED INTO THE FOLLOWING CATEGORIES: (1) TECHNICAL COURSES, (2) MATHEMATICS AND SCIENCE COURSES, (3) AUXILIARY OR SUPPORTING TECHNICAL COURSES, AND (4) GENERAL COURSES. BASED UPON THE EXPERIENCE OF EDUCATORS AND INDUSTRIALISTS WITH EXPERIENCE IN SCIENTIFIC GLASSBLOWING TECHNOLOGY, THIS GUIDE SHOULD PROVE VALUABLE FOR DEVELOPING SIMILAR PROGRAMS TO MEET LOCAL AND NATIONAL MANPOWER NEEDS IN THIS FIELD. (AG)

VT 018 720

BALASCO, ROBERT D.  
INSTRUMENTATION TECHNOLOGY: A TWO-YEAR, POST SECONDARY CURRICULUM DESIGNED FOR THE ALTOONA AREA VOCATIONAL-TECHNICAL SCHOOL.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 46P.

DESCRIPTORS - \*INSTRUCTIONAL

MATERIALS; \*CURRICULUM GUIDES; POST SECONDARY EDUCATION; \*INSTRUMENTATION; INSTRUMENTATION TECHNICIANS; \*COURSE CONTENT; \*TECHNICAL EDUCATION IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - THIS COURSE OUTLINE IS A SUGGESTED CURRICULUM FOR A 2-YEAR FULL-TIME EDUCATIONAL PROGRAM DESIGNED TO TRAIN TECHNICIANS SKILLED IN THE FIELD OF INSTRUMENTATION. EXPLAINING THE NEED FOR KNOWLEDGE IN THIS AREA OF TECHNOLOGY AND THE DEMANDS FOR VARIED CAPABILITIES FOR MEASUREMENT AND CONTROL, EXAMPLES ARE GIVEN OF THE EXPANDING USE OF INSTRUMENTATION IN SPACE TRAVEL AND EXPLORATION, OCEANOGRAPHY, COMPLEX PETROCHEMICAL INDUSTRIES, AND BIOMEDICAL STUDIES. THE JOBS OF INSTRUMENT TECHNICIAN AND REPAIRMAN ARE BRIEFLY DESCRIBED AND PREREQUISITES FOR THE COURSE ARE SUGGESTED. THE DOCUMENT CONTAINS A CURRICULUM SCHEDULE AND AN EXPANDED COURSE OUTLINE OF INSTRUMENTATION TECHNOLOGY. (AUTHOR/DL)

VT 018 730

ED 072 248

ANDERSON, GRADY L.; RIORDAN, RICHARD J.

GEORGIA GUIDEBOOK: JOB PLACEMENT SERVICES.

GEORGIA STATE UNIV., ATLANTA.  
GEORGIA STATE DEPT. OF EDUCATION,  
ATLANTA. DIV. OF VOCATIONAL  
EDUCATION.

EDRS PRICE MF-\$0.65 HC-\$3.29.  
PUB DATE - 71 61P.

DESCRIPTORS - \*EMPLOYMENT SERVICES; \*JOB PLACEMENT; ADMINISTRATIVE ORGANIZATION; STATE PROGRAMS; RESOURCE MATERIALS; \*VOCATIONAL EDUCATION; BIBLIOGRAPHIES; \*LEADERS GUIDES; VOCATIONAL DEVELOPMENT; \*PROGRAM DEVELOPMENT; OCCUPATIONAL GUIDANCE; STUDENT TESTING; SUMMATIVE EVALUATION; INSTRUCTOR COORDINATORS; COMMUNITY INVOLVEMENT IDENTIFIERS - \*GEORGIA

ABSTRACT - INTENDED FOR POTENTIAL AND CURRENT JOB PLACEMENT COORDINATORS, THIS GUIDEBOOK



DESCRIBES GEORGIA'S PLACEMENT SERVICE ACTIVITIES IN THE FIVE FOLLOWING AREAS: (1) ORGANIZATION OF A PLACEMENT SERVICE, (2) DEVELOPMENTAL ACTIVITIES, (3) TESTING, (4) INDIVIDUAL AND GROUP WORK ACTIVITIES, AND (5) FOLLOW-UP EVALUATION AND RESEARCH. THE TEXT'S INTRODUCTORY RATIONALE MAKES THE ASSUMPTION THAT JOB PLACEMENT, AS A KEY SCHOOL SERVICE, SHOULD PROVIDE COMPREHENSIVE EFFORTS RELATED TO VOCATIONAL PREPARATION BOTH AT THE ELEMENTARY AND SECONDARY LEVELS. RESOURCE MATERIALS AND A BIBLIOGRAPHY ARE APPENDED. THIS LEADER'S GUIDE WAS FUNDED BY MEANS OF A STATE GRANT. (AG)

VT 018 787 ED 073 258  
WORKSHOP IN THE PREPARATION OF MEASURABLE PERFORMANCE OBJECTIVES.

FRESNO CITY COLL., CALIF. DIV. OF TECHNICAL AND INDUSTRIAL EDUCATION.; CALIFORNIA COMMUNITY COLLEGES, SACRAMENTO.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
EDRS PRICE MF-\$0.65 HC-\$6.58.  
PUB DATE 71 180P.

DESCRIPTORS - \*POST SECONDARY EDUCATION; \*VOCATIONAL EDUCATION; TRADE AND INDUSTRIAL EDUCATION; VOCATIONAL EDUCATION TEACHERS; JUNIOR COLLEGES; COMMUNITY COLLEGES; INSERVICE TEACHER EDUCATION; \*TEACHER WORKSHOPS; \*BEHAVIORAL OBJECTIVES; EDUCATIONAL ACCOUNTABILITY; \*PERFORMANCE CRITERIA; TASK PERFORMANCE; GOAL ORIENTATION  
IDENTIFIERS - \*FRESNO CITY COLLEGE

ABSTRACT - IN ORDER TO PRODUCE MEASURABLE PERFORMANCE OBJECTIVES FOR EVERY VOCATIONAL EDUCATION PROGRAM IN THE TECHNICAL AND INDUSTRIAL DIVISION AT A FRESNO COMMUNITY COLLEGE, AN EDUCATIONAL CONSULTANT LED A 4-DAY WORKSHOP FOR 33 COMMUNITY COLLEGE INSTRUCTORS. FUNDED UNDER THE VOCATIONAL EDUCATION ACT OF 1968 IN COOPERATION WITH THE CALIFORNIA COMMUNITY COLLEGES AND THE STATE DEPARTMENT OF EDUCATION, THIS

REPORT PRESENTS PERFORMANCE OBJECTIVES DEVELOPED WITHIN EACH INSTRUCTOR'S FIELD. ALTHOUGH EACH OF THE 33 INSTRUCTORS WAS REQUIRED TO PREPARE THE SATISFACTORY MEASURABLE PERFORMANCE OBJECTIVES, ONLY 25 COMPLETED THESE ASSIGNMENTS. FOR EACH GENERAL GOAL, A DESIRED OUTCOME, A PERFORMANCE CRITERION, A RATIONALE, AND CONDITIONS REQUIRED FOR PERFORMING THE OBJECTIVES ARE PROVIDED. FOR THE SPECIFIC TASKS GIVEN TO MEET EACH GOAL, RATIONALES, PERFORMANCE OBJECTIVES, REQUIREMENTS FOR TASK PERFORMANCE, AND PERFORMANCE CRITERIA ARE INCLUDED. THE COMPLETED OBJECTIVES ARE GROUPED ALPHABETICALLY BY PROGRAM TOPICS, RANGING FROM AGRICULTURE TO POLICE SCIENCE. FOLLOW-UP WORK, INCLUDING TASK ANALYSES AND IN-SERVICE TRAINING, IS BEING PLANNED. (AG)

VT 018 805 ED 072 299  
RAUDENBUSH, DAVID B.  
AUTOMOTIVE POLLUTION CONTROL.

DEPTFORD TOWNSHIP AREA VOCATIONAL SCHOOL, N.J.; NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.; RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.  
EDRS PRICE MF-\$0.65 HC NOT AVAILABLE FROM EDRS.  
N.J. VOC-TECH CURRICULUM LAB., RUTGERS UNIVERSITY, BUILDING 4103, KILMER CAMPUS, NEW BRUNSWICK, N.J. 08903 (\$2.00)  
PUB DATE - APR73 86P.

DESCRIPTORS - \*VOCATIONAL EDUCATION; SECONDARY GRADES; VOCATIONAL DEVELOPMENT; \*SUPPLEMENTARY TEXTBOOKS; LEARNING ACTIVITIES; \*MANUALS; VISUAL AIDS; LESSON PLANS; \*AIR POLLUTION CONTROL; \*AUTO MECHANICS  
IDENTIFIERS - \*NEW JERSEY

ABSTRACT - INTENDED FOR A 1- OR 2-MONTH CURRICULUM IN AUTO MECHANICS, THIS STUDENT MANUAL ON AUTOMOTIVE POLLUTION CONTROL WAS DEVELOPED BY A SUBJECT MATTER SPECIALIST AT AN AREA VOCATIONAL SCHOOL AND TESTED IN A VOCATIONAL AUTO SHOP. INTENDED

EITHER FOR USE IN AN INTEGRATED CURRICULUM OR FOR USE IN TEACHING POLLUTION CONTROL AS A SEPARATE COURSE, THESE 12 INSTRUCTIONAL UNITS CONTAIN LESSONS COVERING THE DESIGN, FUNCTIONING, AND SERVICE PROCEDURES FOR DEVICES USED TO CONTROL CRANKCASE EMISSIONS, EXHAUST EMISSIONS, AND FUEL EVAPORATION IN AUTOMOBILES. FOR EACH LESSON, A BEHAVIORAL OBJECTIVE PRECEDES TOPICAL READING MATERIALS AND QUESTIONS USEFUL FOR REVIEW OR ASSIGNMENT PURPOSES. WORKING DIAGRAMS ILLUSTRATE THE TEXT, WHICH INCLUDES INTRODUCTORY TEACHING SUGGESTIONS. (AG)

VT 018 890 ED 073 272  
WHAT EVERY EMPLOYER NEEDS TO KNOW ABOUT OSHA RECORDKEEPING.

BUREAU OF LABOR STATISTICS (DOL),  
WASHINGTON, D.C.  
EDRS PRICE MF-\$0.65 HC-\$3.29.  
BLS-R-412  
PUB DATE - 72 34P.

DESCRIPTORS - \*FEDERAL LEGISLATION;  
RESOURCE GUIDES; LABOR STANDARDS;  
\*HEALTH; MEDICAL SERVICES; LABOR  
CONDITIONS; \*RECORDKEEPING;  
EMPLOYEES; OCCUPATIONAL DISEASES;  
\*INJURIES; \*SAFETY; FIRST AID  
IDENTIFIERS - \*OCCUPATIONAL SAFETY  
AND HEALTH ACT OF 1970

ABSTRACT - THIS PUBLICATION PRESENTS ANSWERS TO THE QUESTIONS MOST FREQUENTLY ASKED BY EMPLOYERS CONCERNING INJURY AND ILLNESS RECORDKEEPING AND REPORTING REQUIREMENTS UNDER THE WILLIAMS-STEIGER OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970. UNDER THIS ACT, THE BUREAU OF LABOR STATISTICS OF THE U.S. DEPARTMENT OF LABOR IS HELD RESPONSIBLE FOR THE RECORDKEEPING AND REPORTING REQUIREMENTS. TOPICS OF CONCERN ARE LISTED ALPHABETICALLY FOR EASY REFERENCE. ADDRESSES OF OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION REGIONAL OFFICES ARE APPENDED, IN ADDITION TO CHARTS DEPICTING THE CONDITIONS NECESSARY FOR RECORDING OCCUPATIONAL INJURIES OR ILLNESSES UNDER THIS ACT. (AG)

VT 018 944  
GROSS, DONALD  
BUILDING CONSTRUCTION: SKILLS  
OUTLINE, BEHAVIORAL OBJECTIVES,  
INDIVIDUALIZED CURRICULUM.

WARREN COUNTY VOCATIONAL-TECHNICAL  
SCHOOL, WASHINGTON, N.J.; NEW  
JERSEY STATE DEPT. OF EDUCATION,  
TRENTON. DIV. OF VOCATIONAL  
EDUCATION.; RUTGERS, THE STATE  
UNIV., NEW BRUNSWICK, N.J.  
CURRICULUM LAB.  
MF AVAILABLE IN VT-ERIC SET.  
N.J. VOC-TECH CURRICULUM LAB.,  
RUTGERS UNIVERSITY, BUILDING 4103,  
KILMER CAMPUS, N.J. 08903 (\$1.50)  
PUB DATE - MAR73 41P.

DESCRIPTORS - BUILDINGS (PROCESS);  
\*CONSTRUCTION; SECONDARY GRADES;  
\*CURRICULUM GUIDES; BEHAVIORAL  
OBJECTIVES; INDIVIDUALIZED  
CURRICULUM; BUILDING TRADES;  
MASONRY  
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - DEVELOPED BY THE NEW JERSEY STATE DEPARTMENT OF EDUCATION, THIS CURRICULUM GUIDE CONSISTS OF A SKILLS OUTLINE IN BUILDING CONSTRUCTION AND IS DESIGNED FOR ELEVENTH AND TWELFTH GRADE HIGH SCHOOL STUDENTS IN VOCATIONAL TRAINING. THE GUIDE IS DIVIDED INTO THREE GENERAL AREAS: (1) MASONRY, (2) CARPENTRY, AND (3) GENERAL CONTRACTOR. EACH PART CONSISTS OF A LIST OF BEHAVIORAL OBJECTIVES TO BE PERFORMED BY THE STUDENT. SAMPLE PRACTICAL TESTS ARE INCLUDED. (DL)

VT 019 038  
STEINGRESS, FREDERICK M., AND  
OTHERS  
OPERATION OF OIL BURNING EQUIPMENT  
AND INCINERATORS. AIR POLLUTION  
CONTROL: COURSE OUTLINE AND LESSON  
PLANS.

BERGEN COUNTY VOCATIONAL-TECHNICAL  
HIGH SCHOOL, HACKENSACK, N.J.; NEW  
JERSEY STATE DEPT. OF EDUCATION,  
TRENTON. DIV. OF VOCATIONAL  
EDUCATION.; RUTGERS, THE STATE  
UNIV., NEW BRUNSWICK, N.J.

## CURRICULUM LAB.

MF AVAILABLE IN VT-ERIC SET.

N.J. VOC-TECH CURRICULUM LAB.,  
 RUTGERS UNIVERSITY, BUILDING 4103,  
 KILMER CAMPUS, NEW BRUNSWICK, N.J.  
 08903 (\$2.00)

PUB DATE - AUG72 81P.

DESCRIPTORS - \*INSTRUCTIONAL  
 MATERIALS; CURRICULUM GUIDES;  
 LESSON PLANS; SECONDARY GRADES;  
 ADULT EDUCATION; \*ENGINEERING  
 EDUCATION; ENGINEERING TECHNOLOGY;  
 \*EQUIPMENT UTILIZATION; AIR  
 POLLUTION CONTROL; \*COURSE CONTENT;  
 \*TEACHING PROCEDURES  
 IDENTIFIERS - DECISIONS

ABSTRACT - THIS INSTRUCTOR'S MANUAL  
 ON AIR POLLUTION CONTROL IS  
 DESIGNED FOR ADULTS WHO ARE  
 OPERATING OR EXPECT TO OPERATE  
 INCINERATORS OR OTHER EQUIPMENT  
 BURNING RESIDUAL FUELS. THE COURSE  
 CONSISTS OF 10 SESSIONS AND  
 INCLUDES THE FOLLOWING UNITS: (1)  
 AIR POLLUTION, (2) FUEL SYSTEMS,  
 (3) DRAFT SYSTEMS, (4) BURNERS, (5)  
 COMBUSTION, (6) INSTRUMENTS, (7)  
 CONTROLS AND ADJUSTMENTS, (8)  
 OPERATION, AND (9) INCINERATORS.  
 EACH UNIT CONTAINS AN INSTRUCTOR'S  
 LESSON PLAN COMPOSED OF OBJECTIVES,  
 AIDS, PROCEDURES, AND WORKING  
 DRAWINGS. THE MANUAL CONTAINS A  
 FINAL EXAM WHICH MAY BE USED BY THE  
 TEACHERS AND A PROGRAM EVALUATION  
 FORM TO BE COMPLETED BY THE  
 STUDENT. (DL)

VT 019 074

BENZ, ALEXANDER

THE ART OF PHOTOENGRAVING, VOLUME  
 TWO.

MARIE H. KATZENBACH SCHOOL FOR THE  
 DEAF, WEST TRENTON, N.J.; NEW  
 JERSEY STATE DEPT. OF EDUCATION,  
 TRENTON. DIV. OF VOCATIONAL  
 EDUCATION.; RUTGERS, THE STATE  
 UNIV., NEW BRUNSWICK, N.J.  
 CURRICULUM LAB.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 285P.

DESCRIPTORS - BEHAVIORAL  
 OBJECTIVES; GLOSSARIES; ACHIEVEMENT  
 TESTS; VISUAL AIDS; \*MANUALS;

\*TRADE AND INDUSTRIAL EDUCATION;  
 VOCATIONAL DEVELOPMENT; SEQUENTIAL  
 APPROACH; \*PHOTOCOMPOSITION;  
 TEXTBOOK ASSIGNMENTS; \*GRAPHIC  
 ARTS; \*DEAF EDUCATION; BASIC SKILLS  
 IDENTIFIERS - \*PHOTOENGRAVING

ABSTRACT - DETAILING THE  
 PHOTOENGRAVING PROCESS IN FIVE  
 UNITS, EACH WITH SEQUENTIAL  
 LESSONS, THIS MANUAL DISCUSSES THE  
 BASIC OPERATIONS NECESSARY IN  
 PROCESS PHOTOGRAPHY AND  
 PLATEMAKING. DEVELOPED BY AN  
 INSTRUCTOR IN VOCATIONAL EDUCATION  
 AT A SCHOOL FOR THE DEAF, THESE  
 EXTENSIVE LESSONS FOCUS ON: (1)  
 PASTEP, (2) PROCESS PHOTOGRAPHY,  
 (3) PLATEMAKING AND ETCHING, (4)  
 FINISHING, AND (5) A DETAILED  
 GLOSSARY OF TECHNICAL TERMS.  
 VARIOUS ACHIEVEMENT TESTS AND  
 PROJECTS FOR STUDENTS TO ACCOMPLISH  
 ARE APPENDED. VISUAL AIDS  
 ILLUSTRATE THE TEXT, WHICH INCLUDES  
 BEHAVIORAL OBJECTIVES, TERM  
 DEFINITIONS, AND STUDENT  
 ASSIGNMENTS. THIS DOCUMENT IS  
 RELATED TO THE FIRST VOLUME,  
 AVAILABLE AS VT 008 925 (AIM WINTER  
 1969). (AG)

VT 019 123

JOB GRADING STANDARD FOR HEATING  
 AND BOILER PLANT EQUIPMENT MECHANIC  
 WG-5309.

CIVIL SERVICE COMMISSION,  
 WASHINGTON, D.C. BUREAU OF POLICIES  
 AND STANDARDS.

MF AVAILABLE IN VT-ERIC SET.

TS-19; FPM SUPPLEMENT 512-1

SUPERINTENDENT OF DOCUMENTS, U.S.

GOVERNMENT PRINTING OFFICE,

WASHINGTON, D.C. 20402 (S/N 0600-

0629; \$.15)

PUB DATE - JAN72 9P.

DESCRIPTORS - \*MECHANICAL DESIGN  
 TECHNICIANS; EQUIPMENT STANDARDS;  
 \*FEDERAL LEGISLATION; \*MECHANICAL  
 EQUIPMENT; \*STANDARDS; \*EMPLOYMENT  
 QUALIFICATIONS; ENGINEERING  
 TECHNICIANS; JOB ANALYSIS;  
 OCCUPATIONAL INFORMATION; JOB  
 SKILLS  
 IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THIS PAMPHLET DESCRIBES FEDERALLY IMPOSED STANDARDS FOR HEATING AND BOILER PLANT EQUIPMENT MECHANICS. THESE STANDARDS COVER NONSUPERVISORY WORK TO INSTALL, MAINTAIN, REPAIR, AND MODIFY EQUIPMENT SUCH AS COAL, GAS, AND OIL FIRED HEATERS AND HOT AIR FURNACES, HIGH AND LOW PRESSURE STEAM AND HOT WATER BOILERS, POWER GENERATING EQUIPMENT, AND SIMILAR SYSTEMS. (AUTHORS/DL)

# VT 019 135

TREADWELL, DONNIE E., AND OTHERS  
CURRICULUM GUIDE FOR AUTO  
MECHANICS, 1972.

BEGGS EDUCATIONAL CENTER,  
PENSACOLA, FLA.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 72 213P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
BEHAVIORAL OBJECTIVES; \*AUTO  
MECHANICS (OCCUPATION);  
\*OCCUPATIONAL INFORMATION;  
\*VOCATIONAL EDUCATION;  
\*ACADEMICALLY HANDICAPPED;  
DISADVANTAGED YOUTH; TASK ANALYSIS;  
OBJECTIVE TESTS; VISUAL AIDS;  
COURSE DESCRIPTIONS; JOB ANALYSIS;  
MECHANICS (PROCESS); BASIC SKILLS  
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THIS CURRICULUM GUIDE FOR AN AUTO MECHANICS COURSE FOR ACADEMICALLY HANDICAPPED AND DISADVANTAGED STUDENTS BETWEEN THE AGES OF 13 AND 18 INCLUDES A BRIEF COURSE DESCRIPTION, COURSE PREREQUISITES, AND EXTENSIVE OCCUPATIONAL INFORMATION. FOR EACH MECHANICAL OCCUPATION, BEHAVIORAL OBJECTIVES, VISUAL AIDS, OBJECTIVE TESTS, AND TASK PERFORMANCE ANALYSES ARE GIVEN. THE FOLLOWING OCCUPATIONS ARE DESCRIBED: (1) SERVICE STATION ATTENDANT, (2) BRAKE AND ALIGNMENT MECHANIC, (3) TUNE-UP MECHANIC, (4) POWER SYSTEM MECHANIC, AND (5) SMALL ENGINE MECHANIC, SUCH AS LAWN MOWER, CHAIN SAW, AND MARINE MECHANICAL WORK. THIS DOCUMENT WAS DEVELOPED BY VOCATIONAL AND ACADEMIC TEACHERS AND COORDINATORS, AND A CURRICULUM SPECIALIST. (AG)

# VT 019 167

DICKEY, FLOYD M.  
CURRICULUM GUIDE FOR BEGINNING  
METALS.

SOUTH BEND COMMUNITY SCHOOL CORP.,  
IND.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 19P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
SECONDARY GRADES; \*INDUSTRIAL ARTS;  
\*METALS; \*WORKSHEETS; TEACHING  
GUIDES; OCCUPATIONAL INFORMATION;  
\*METAL WORKING OCCUPATIONS

ABSTRACT - THIS CURRICULUM GUIDE, DEVELOPED BY THE INDUSTRIAL EDUCATION DEPARTMENT OF A LOCAL SCHOOL SYSTEM, OUTLINES THE MATERIAL TO BE COVERED IN ORDER TO INTRODUCE BEGINNING STUDENTS IN INDUSTRIAL ARTS CLASSES TO THE METAL INDUSTRY IN GENERAL, SPECIFIC PROCESSES USED IN THE TRADE, AND APPROPRIATE BEHAVIOR AND ATTITUDES TOWARD METAL WORKING AS AN OCCUPATION. THE COURSE OUTLINE CONTAINS A LIST OF SPECIFIC OBJECTIVES AND 15 PAGES OF WORKSHEETS WHICH THE STUDENT CAN USE IN HIS CLASSROOM STUDY. (DL)

# VT 019 175

PARKS, DAVE; KOWALKE, LINDA  
BUILDING MAINTENANCE: BUILDING  
MAINTENANCE MACHINE OPERATOR.

ORANGE COUNTY PUBLIC SCHOOLS,  
ORLANDO, FLA.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 91P.

DESCRIPTORS - \*TEACHING GUIDES;  
\*VOCATIONAL EDUCATION; SECONDARY  
GRADES; \*MACHINE REPAIRMEN;  
EQUIPMENT MAINTENANCE; JOB  
TRAINING; \*COURSE CONTENT;  
\*BEHAVIORAL OBJECTIVES; TEACHING  
PROCEDURES; RESOURCE MATERIALS;  
WORKSHEETS; TEACHER EVALUATION  
IDENTIFIERS - EMPLOYMENT SKILLS;  
BEGINNING COMPETENCE

ABSTRACT - THIS TEACHING GUIDE IS DESIGNED TO FACILITATE THE TRAINING OF SECONDARY LEVEL STUDENTS AS

BUILDING MAINTENANCE MACHINE OPERATORS. THE GUIDE CONTAINS A PREREQUISITE TEST, A LIST OF JOB OBJECTIVES, TASK DETAILING SHEETS AND A SERIES OF UNIT PLANS. UNITS IN THE SERIES FOCUS ON THE FOLLOWING TOPICS: (1) MACHINE SELECTION, (2) PAPDOSE VACUUM CLEANER, (3) CARPETWIN VACUUM CLEANER, (4) GYRO AND PACEMAKER FLOOR MAINTENANCE, (5) CONVERTOMATIC FLOOR MACHINE, (6) PRESSURE WASHER, (7) CARPETRON SHAMPOO MACHINE, AND (8) FOAMATIC SHAMPOO MACHINE. EACH UNIT HAS STUDY SHEETS AND STUDY QUESTIONS, A PRE AND POST TEST AND A TEACHER EVALUATION SHEET. (DL)

VT 019 237

O'REILLEY, WILLIAM  
ART AND DESIGN--PAINTERS, VOLUME IV.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.; MIDDLESEX COUNTY VOCATIONAL AND TECHNICAL HIGH SCHOOLS, NEW BRUNSWICK, N.J.; RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB. MF AVAILABLE IN VT-ERIC SET. N.J. VOC-TECH CURRICULUM LABORATORY, RUTGERS UNIVERSITY, BUILDING 4103, KILMER CAMPUS, NEW BRUNSWICK, N.J. 08903 (\$1.50)  
PUB DATE - JUL57 94P.

DESCRIPTORS - \*CURRICULUM GUIDES; \*INSTRUCTIONAL MATERIALS; SECONDARY GRADES; \*VOCATIONAL EDUCATION; \*PAINTING; DESIGN; ART; \*COURSE CONTENT; EDUCATIONAL OBJECTIVES IDENTIFIERS - CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - ONE OF A SERIES OF CURRICULUM MATERIALS ON VOCATIONAL EDUCATION, THIS DOCUMENT ON ART AND DESIGN CONSISTS OF THREE BASIC UNITS OF INSTRUCTION INCLUDING THE FOLLOWING: (1) DEVELOPMENT OF LAYOUTS, (2) POSTERS AND SIGNS, AND (3) DECORATION. EACH UNIT INCLUDES A SERIES OF INFORMATION SHEETS ON WHICH ARE INCLUDED A SPECIFIC STATEMENT OF THE OBJECTIVES TO BE ATTAINED, RELATED INFORMATION, AND

ASSIGNMENTS. ALSO INCLUDED IN EACH UNIT ARE JOB SHEETS WHICH ATTEMPT TO COORDINATE THE USE OF TOOLS AND MATERIALS WITH SPECIFIC INSTRUCTIONAL PROCEDURES. EACH UNIT CONTAINS A NUMBER OF DRAWINGS AND AN ACHIEVEMENT TEST. (DL)

VT 019 239

O'REILLEY, WILLIAM  
ART AND DESIGN--PAINTERS, VOLUME I.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.; MIDDLESEX COUNTY VOCATIONAL AND TECHNICAL HIGH SCHOOLS, NEW BRUNSWICK, N.J.; RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB. MF AVAILABLE IN VT-ERIC SET. N.J. VOC-TECH CURRICULUM LABORATORY, RUTGERS UNIVERSITY, BUILDING 4103, KILMER CAMPUS, NEW BRUNSWICK, N.J. 08903 (\$1.50)  
PUB DATE - JUL57 118P.

DESCRIPTORS - \*STUDY GUIDES; SECONDARY GRADES; \*VOCATIONAL EDUCATION; UNIT PLANS; ART; DESIGN; \*PAINTING; \*EDUCATIONAL OBJECTIVES; \*COURSE CONTENT; REFERENCE MATERIALS IDENTIFIERS - BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - THIS STUDENT GUIDE ON ART AND DESIGN IS THE FIRST VOLUME IN A 3-VOLUME SERIES RELATING TO VOCATIONAL TRAINING IN PAINTING AND DECORATING. THE THREE UNITS OF STUDY INCLUDED IN THE BOOKLET ARE: (1) USE OF DRAWING INSTRUMENTS, (2) LETTERING, AND (3) ELEMENTS AND PRINCIPLES OF DESIGN. EACH UNIT CONTAINS AN INFORMATION SHEET, JOB SHEETS, AND AN ACHIEVEMENT TEST. EACH OF THE SHEETS CONTAINS CLEARLY-SPECIFIED OBJECTIVES, CONTENT MATERIAL AND TASK PROCEDURES, ASSIGNMENTS, AND REFERENCE MATERIALS. NUMEROUS DRAWINGS ARE PROVIDED THROUGHOUT THE DOCUMENT. (DL)

VT 019 293

KINZER, ALLEN O.  
VOCATIONAL DRAFTING CURRICULUM GUIDE.



VIRGINIA POLYTECHNIC INST. AND STATE UNIV., BLACKSBURG. DEPT. OF EDUCATION.; VIRGINIA STATE DEPT. OF EDUCATION, RICHMOND. TRADE AND INDUSTRIAL EDUCATION SERVICE. MF AVAILABLE IN VT-ERIC SET. PUB DATE - APR72 110P. DEVELOPED IN CURRICULUM DEVELOPMENT CLASS (VIRGINIA POLYTECHNIC INST. AND STATE UNIV., BLACKSBURG, VA., SUMMER, 1971).

DESCRIPTORS - \*VOCATIONAL EDUCATION; SECONDARY GRADES; \*TRADE AND INDUSTRIAL EDUCATION; \*DRAFTING; \*CURRICULUM GUIDES; CURRICULUM DEVELOPMENT; \*TEACHING GUIDES; INSTRUCTIONAL AIDS; TIME BLOCKS

ABSTRACT - PREPARED BY A GROUP OF VOCATIONAL INSTRUCTORS, THIS CURRICULUM OUTLINE FOR DRAFTING IS DESIGNED FOR USE BY INSTRUCTORS IN FORMULATING COURSES OF STUDY FOR VOCATIONAL DRAFTING CLASSES AT THE ELEVENTH AND TWELFTH GRADE LEVELS. THE GUIDE IS DEVELOPED WITH A COMMON CURRICULUM FOR THE DRAFTING OPTIONS OF MACHINE DRAFTING, ARCHITECTURAL DRAFTING, AND CIVIL DRAFTING FOR THE FIRST YEAR (540 HOURS). THE SECOND YEAR PERMITS AN OPTION IN A SPECIALTY. THE TIME BLOCK ORGANIZATION OF COURSES IS PRESENTED ALONG WITH SPECIFIC UNITS OF INSTRUCTION, SUGGESTED TEACHING METHODS AND A CODED SYSTEM OF INSTRUCTIONAL AIDS. SAMPLE LESSON PLANS, JOB SHEETS, INFORMATION SHEETS, AND A BIBLIOGRAPHY ARE APPENDED. (KH)

#### VT 019 313

CHERVENAK, FRANCIS; MANCUSO, JOSEPH J. PRINCIPLES OF ELECTRIC WIRING.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.; NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.; ESSEX COUNTY VOCATIONAL SCHOOLS, EAST ORANGE, N.J.

MF AVAILABLE IN VT-ERIC SET. N.J. VOC-TECH CURRICULUM

LABORATORY, RUTGERS UNIVERSITY, BUILDING 4103, KILMER CAMPUS, NEW BRUNSWICK, NJ 08903 (\$2.50) PUB DATE - DEC69 257P.

DESCRIPTORS - \*VOCATIONAL EDUCATION; SECONDARY GRADES; \*ELECTRIC CIRCUITS; ELECTRICITY; \*ELECTRICAL SYSTEMS; \*WORKBOOKS; \*INSTRUCTIONAL MATERIALS; SCHOOLS HOPS

ABSTRACT - PREPARED BY TWO VOCATIONAL INSTRUCTORS, THIS SHOP WORKBOOK FOR ELECTRICAL WIRING IS INTENDED FOR USE BY VOCATIONAL STUDENTS IN GRADES 9 AND 10. BESIDES TEACHING THE FUNDAMENTALS OF WIRING, THE COURSE IS DESIGNED TO HELP THE STUDENT DEVELOP CONFIDENCE, MATURITY, AND PRIDE IN HIS WORK. THE COURSE COVERS SAFETY PROCEDURES, TOOL USE, MAINTENANCE, AND SUCH OPERATIONS AS SPLICING, SIGNAL WIRING, CIRCUITRY, ANNUNCIATOR WIRING, BURGLAR ALARM WIRING, CABLE WIRING, AND CONDUIT WIRING. EACH CHAPTER IS ACCOMPANIED BY NUMEROUS DRAWINGS AND DIAGRAMS TO ILLUSTRATE THE WRITTEN TEXT. (KH)

#### VT 019 330

ANDERSON, WILLIAM H., AND OTHERS A CURRICULUM GUIDE FOR INDUSTRIAL ELECTRICITY.

MAINE STATE DEPT. OF EDUCATION, AUGUSTA. BUREAU OF VOCATIONAL EDUCATION; MAINE UNIV., PORTLAND. MF AVAILABLE IN VT-ERIC SET. PUB DATE - JAN71 71P.

DESCRIPTORS - \*VOCATIONAL EDUCATION; \*CURRICULUM GUIDES; ELECTRICITY; OCCUPATIONAL INFORMATION; \*ELECTRICAL OCCUPATIONS; PROGRAM PLANNING; \*INDUSTRIAL TECHNOLOGY; RESOURCE MATERIALS; BEHAVIORAL OBJECTIVES; COURSE DESCRIPTIONS; GLOSSARIES; BIBLIOGRAPHIES; VOCATIONAL DEVELOPMENT; SECONDARY GRADES; POST SECONDARY EDUCATION; \*TRADE AND INDUSTRIAL EDUCATION IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THIS FLEXIBLE CURRICULUM

GUIDE IN INDUSTRIAL ELECTRICITY WILL PROVE USEFUL FOR BEGINNING AND EXPERIENCED TEACHERS IN VOCATIONAL PROGRAM PLANNING. DEVELOPED BY TEACHERS OF VOCATIONAL AND TECHNICAL EDUCATION, EDUCATORS AT THE UNIVERSITY OF MAINE, AND THE MAINE BUREAU OF VOCATIONAL EDUCATION, THIS GUIDE INCLUDES A RATIONALE, NINE JOB DESCRIPTIONS WITH RESOURCE ADDRESSES, 37 BRIEF UNIT DESCRIPTIONS, A GLOSSARY, AND BIBLIOGRAPHIES. LISTS OF STUDENT AND TEACHER REQUIREMENTS, AN OCCUPATIONAL FLOW CHART, AN OCCUPATIONAL TASK ANALYSIS CHART, AND OTHER RESOURCE MATERIALS ARE PROVIDED. EACH UNIT DESCRIPTION GIVES UNIT PREREQUISITES, THE UNIT SCOPE AND SEQUENCE, BEHAVIORAL OBJECTIVES, AND TOOL AND EQUIPMENT LISTS. (AG)

VT 019 337  
DEMERS, ALCIDE, AND OTHERS  
A CURRICULUM GUIDE FOR AUTOMOTIVE TECHNOLOGY.

MAINE STATE DEPT. OF EDUCATION,  
AUGUSTA. BUREAU OF VOCATIONAL  
EDUCATION; MAINE UNIV., PORTLAND.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JUL70 70P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; SECONDARY GRADES;  
VOCATIONAL DEVELOPMENT; \*CURRICULUM  
GUIDES; BEHAVIORAL OBJECTIVES;  
RESOURCE MATERIALS; MANUFACTURING;  
\*COURSE DESCRIPTIONS; \*AUTO  
MECHANICS; AUTO MECHANICS  
(OCCUPATION); OCCUPATIONAL  
INFORMATION; \*ELECTROMECHANICAL  
TECHNOLOGY; INDUSTRIAL TRAINING;  
TEACHING GUIDES  
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THIS FLEXIBLE CURRICULUM  
GUIDE FOR AUTOMOTIVE TECHNOLOGY, AS  
THE FIRST IN A SERIES, INCLUDES A  
RATIONALE, GENERAL AND SPECIFIC  
BEHAVIORAL OBJECTIVES, TEACHING  
SUGGESTIONS, 25 BRIEF INSTRUCTIONAL  
UNIT DESCRIPTIONS WITH EQUIPMENT  
LISTS, AND 4 SAMPLE JOB SHEETS. A  
GLOSSARY, A BIBLIOGRAPHY, LISTS OF  
STUDENT AND TEACHER REQUIREMENTS,  
AND OTHER RESOURCE MATERIALS ARE

PROVIDED. THIS DOCUMENT WAS  
DEVELOPED BY VOCATIONAL INSTRUCTORS  
AT THE HIGH SCHOOL AND VOCATIONAL  
SCHOOL LEVELS, EDUCATORS AT  
UNIVERSITY OF MAINE AND THE MAINE  
BUREAU OF VOCATIONAL EDUCATION.  
THIS GUIDE WILL PROVE USEFUL IN  
VOCATIONAL PROGRAM PLANNING BOTH  
FOR BEGINNING AND EXPERIENCED  
TEACHERS, AS WELL AS FOR GUIDANCE  
PERSONNEL AND ADMINISTRATORS. (AG)

VT 019 341  
CROCKETT, JOHN D., AND OTHERS  
A CURRICULUM GUIDE FOR MACHINE TOOL  
TECHNOLOGY.

MAINE STATE DEPT. OF EDUCATION,  
AUGUSTA. BUREAU OF VOCATIONAL  
EDUCATION; MAINE UNIV., PORTLAND.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JUL70 56P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
CURRICULUM DEVELOPMENT; \*MACHINE  
TOOLS; \*TRADE AND INDUSTRIAL  
EDUCATION; \*TEACHING GUIDES;  
\*OCCUPATIONAL INFORMATION;  
VOCATIONAL EDUCATION; ENTRY  
WORKERS; MACHINE TOOL OPERATORS

ABSTRACT - THIS SPIRAL-BOUND  
CURRICULUM GUIDE WAS DEVELOPED  
THROUGH THE COOPERATIVE EFFORTS OF  
A MAINE EDUCATIONAL AGENCY AND A  
GROUP OF TEACHERS OF VOCATIONAL AND  
TECHNICAL EDUCATION. DESIGNED FOR  
USE BY VOCATIONAL SCHOOL TEACHERS  
IN PLANNING PROGRAMS OF INSTRUCTION  
THAT WILL BENEFIT STUDENTS SEEKING  
EMPLOYMENT IN THE WORLD OF WORK,  
THIS GUIDE PROVIDES AN ANALYSIS OF  
VARIOUS OCCUPATIONS IN THE FIELD OF  
MACHINE TOOL TECHNOLOGY AND A  
SERIES OF INSTRUCTIONAL UNITS  
NECESSARY FOR EACH OCCUPATION AT  
JOB ENTRY LEVEL. A MATRIX OF  
OCCUPATIONS AND TEACHING UNITS  
PERMITS THE TEACHER TO MAKE  
FLEXIBLE UTILIZATION OF THE GUIDE  
BY MATCHING A DESIRED JOB TASK WITH  
AN OCCUPATIONAL PREPARATION. EACH  
UNIT CONTAINS A BRIEF DESCRIPTION  
OF CONTENT, THE EXPECTED STUDENT  
GOALS, PREREQUISITES FOR THE UNIT,  
AND EQUIPMENT NEEDED. INCLUDED ARE  
A GLOSSARY, A LIST OF RESOURCE  
MATERIALS, A SAMPLE UNIT, AND A

WASHINGTON, D.C. BUREAU OF  
APPRENTICESHIP AND TRAINING.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 71 40P. 1971 REVISION.

DESCRIPTORS - \*APPRENTICESHIPS;  
\*TRADE AND INDUSTRIAL EDUCATION;  
\*STANDARDS; ELECTRICAL OCCUPATIONS;  
BUILDING TRADES; CONSTRUCTION  
INDUSTRY  
IDENTIFIERS - ELECTRICAL  
CONTRACTING INDUSTRY

ABSTRACT - THIS DOCUMENT CONTAINS A  
STATEMENT OF NATIONAL  
APPRENTICESHIP AND TRAINING  
STANDARDS FOR THE ELECTRICAL  
CONTRACTING INDUSTRY. THE OBJECT OF  
THESE NATIONAL STANDARDS IS TO  
INSURE A SUFFICIENT SUPPLY OF  
THOROUGHLY TRAINED ELECTRICIANS TO  
CARRY ON THE TRADITION OF  
CRAFTSMANSHIP IN THE RESPECTIVE  
BRANCHES OF THE ELECTRICAL  
INDUSTRY. THE BOOKLET ALSO CONTAINS  
AN ANALYSIS OF THE TRADE, A  
STATEMENT ON THE SCOPE AND  
RESPONSIBILITY OF THE TRADE. (DL)

VT 019 388  
VOCATIONAL BUILDING TRADES  
CURRICULUM GUIDE.

VIRGINIA POLYTECHNIC INST. AND  
STATE UNIV., BLACKSBURG. DEPT. OF  
EDUCATION.; VIRGINIA STATE DEPT. OF  
EDUCATION, RICHMOND. TRADE AND  
INDUSTRIAL EDUCATION SERVICE.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - APR72 62P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
CURRICULUM DEVELOPMENT; TEACHING  
GUIDES; \*TRADE AND INDUSTRIAL  
EDUCATION; SECONDARY GRADES; \*TIME

CONSTRUCTION INDUSTRY WITH  
SUFFICIENT SKILLS IN SEVERAL  
RELATED TRADES TO BE COMPETENT  
ASSISTANTS TO SKILLED TRADESMEN.  
EMPHASIZING LIGHT OR RESIDENTIAL  
TYPE OF CONSTRUCTION, THE GUIDE MAY  
BE USED OVER A 2-YEAR PERIOD FOR A  
TOTAL OF 1080 HOURS OF INSTRUCTION.  
BASED ON A TIME BLOCK ORGANIZATION,  
THE GUIDE OFFERS SUGGESTIONS FOR  
TEACHING UNITS, TYPES OF CLASSROOM  
ACTIVITIES, AND A CODED LISTING OF  
INSTRUCTIONAL AIDS. SAMPLE LESSON  
PLANS, INFORMATION SHEETS, AND JOB  
SHEETS ARE INCLUDED IN THE  
APPENDIX. (KH)

VT 019 393  
ENVIRONMENTAL HEALTH AND SAFETY IN  
THE CONSTRUCTION INDUSTRIES: COURSE  
302.

OCCUPATIONAL SAFETY AND HEALTH  
ADMINISTRATION, WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
OSHA-2044  
SUPERINTENDENT OF DOCUMENTS, U.S.  
GOVERNMENT PRINTING OFFICE,  
WASHINGTON, D.C. 20402 (S/N 2915-  
0019; \$1.50)  
PUB DATE - 72 116P.

DESCRIPTORS - \*CONSTRUCTION  
INDUSTRY; \*SAFETY; SAFETY  
EDUCATION; INSERVICE COURSES;  
COURSE CONTENT; \*HAND TOOLS;  
\*SLIDES; \*VOCATIONAL EDUCATION

ABSTRACT - THIS COURSE IN SAFETY IN  
THE CONSTRUCTION INDUSTRIES HAS  
BEEN DEVELOPED BY A FEDERAL AGENCY  
FOR USE AS A 30-HOUR PRESENTATION  
ASSUMING AVERAGE DISCUSSION PERIODS  
IN ADDITION TO THE INSTRUCTOR  
PRESENTATION. THE COURSE IS

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TRADE INFORMATION, (2) SHOP SAFETY  
(3) BASIC TOOLS, SUCH AS HAND AND  
POWER TOOLS, AND TOOL APPLICATION,  
(4) BOILERS, BOILER PARTS, AND  
FITTINGS, (5) BACKGROUND ON  
WATER ACCESSORIES AND  
POSITION ACCESSORIES AND

HANDOUT, AND A BIBLIOGRAPHY ARE  
PROVIDED IN THE APPENDIX. (MU/WT)

VT 100 052  
OHIO PROGRAM REVIEW FOR IMPROVEMENT  
DEVELOPMENT, AND EXPANSION IN

DESIGNED AROUND A SERIES OF SLIDES DEPICTING VARIOUS SAFETY PROBLEMS AND PRECAUTIONS IN THE BUILDING INDUSTRY. INCLUDED ARE UNITS ON PERSONAL PROTECTIVE EQUIPMENT; MANUAL AND POWERED HAND TOOLS, LADDERS, SCAFFOLDS, RIGGING, SLINGS, AND CHAINS. A SUMMARY AND A BIBLIOGRAPHY COMPLETE THE COURSE. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 019 394-VT 019 397. (KH)

**VT 019 394**

ENVIRONMENTAL HEALTH AND SAFETY IN THE CONSTRUCTION INDUSTRIES: COURSE 303.

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION, WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
OSHA-2044  
SUPERINTENDENT OF DOCUMENTS, U.S.  
GOVERNMENT PRINTING OFFICE,  
WASHINGTON, D.C. 20402 (S/N 2915-0020; \$1.50)  
PUR DATE - 72 116P.

DESCRIPTORS - \*CONSTRUCTION INDUSTRY; \*SAFETY; SAFETY EDUCATION; INSERVICE COURSES; COURSE CONTENT; \*SLIDES; \*WELDING; BUILDING TRADES; \*VOCATIONAL EDUCATION

ABSTRACT - THIS COURSE IN SAFETY IN THE CONSTRUCTION INDUSTRIES HAS BEEN DEVELOPED BY A FEDERAL AGENCY FOR USE AS A 30-HOUR PRESENTATION, ASSUMING AVERAGE DISCUSSION PERIODS IN ADDITION TO THE INSTRUCTOR PRESENTATION. THE COURSE IS DESIGNED AROUND A SERIES OF SLIDES DEPICTING VARIOUS SAFETY PROBLEMS AND PRECAUTIONS IN THE BUILDING INDUSTRY. INCLUDED ARE UNITS ON SUCH SUBJECTS AS POWER EQUIPMENT, CRANES, HOISTS, WELDING, AND FLAMMABLE LIQUIDS. A SUMMARY AND A BIBLIOGRAPHY COMPLETE THE COURSE. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 019 393-VT 019 397. (KH)

**VT 019 395**

ENVIRONMENTAL HEALTH AND SAFETY IN THE CONSTRUCTION INDUSTRIES: COURSE 304.

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION, WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
OSHA-2044  
SUPERINTENDENT OF DOCUMENTS, U.S.  
GOVERNMENT PRINTING OFFICE,  
WASHINGTON, D.C. 20402 (S/N 2915-0021; \$1.50)  
PUR DATE - 72 112P.

DESCRIPTORS - \*CONSTRUCTION INDUSTRY; \*SAFETY; \*SAFETY EDUCATION; INSERVICE COURSES; COURSE CONTENT; \*SLIDES; \*CEMENT INDUSTRY; TRAFFIC CONTROL; \*VOCATIONAL EDUCATION

ABSTRACT - THIS COURSE IN SAFETY IN THE CONSTRUCTION INDUSTRIES HAS BEEN DEVELOPED BY A FEDERAL AGENCY FOR USE AS A 30-HOUR PRESENTATION, ASSUMING AVERAGE DISCUSSION PERIODS IN ADDITION TO THE INSTRUCTOR PRESENTATION. THE COURSE IS DESIGNED AROUND A SERIES OF SLIDES DEPICTING VARIOUS SAFETY PROBLEMS AND PRECAUTIONS IN THE BUILDING INDUSTRY. INCLUDED ARE UNITS ON BLASTING, EXCAVATION PROCEDURES, TRAFFIC CONTROL, AND CONCRETE CONSTRUCTION. A SUMMARY OF THE COURSE AND A BIBLIOGRAPHY ARE PROVIDED. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 019 393-VT 019 397. (KH)

**VT 019 396**

ENVIRONMENTAL HEALTH AND SAFETY IN THE CONSTRUCTION INDUSTRIES: COURSE 305.

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION, WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
OSHA-2044  
SUPERINTENDENT OF DOCUMENTS, U.S.  
GOVERNMENT PRINTING OFFICE,  
WASHINGTON, D.C. 20402 (S/N 2915-0022; \$1.50)  
PUB DATE - ND 121P.

DESCRIPTORS - \*CONSTRUCTION INDUSTRY; \*SAFETY; SAFETY EDUCATION; INSERVICE COURSES; COURSE CONTENT; \*SLIDES; \*STEEL INDUSTRY; BUILDING TRADES; \*VOCATIONAL EDUCATION

ABSTRACT - THIS COURSE IN SAFETY IN THE CONSTRUCTION INDUSTRIES HAS BEEN DEVELOPED BY A FEDERAL AGENCY FOR USE AS A 30-HOUR PRESENTATION, ASSUMING AVERAGE DISCUSSION PERIODS IN ADDITION TO THE INSTRUCTOR PRESENTATION. THE COURSE IS DESIGNED AROUND A SERIES OF SLIDES DEPICTING VARIOUS SAFETY PROBLEMS AND PRECAUTIONS IN THE BUILDING INDUSTRY. INCLUDED ARE UNITS ON SUCH SUBJECTS AS MARINE OPERATIONS, STEEL TOWER AND BRIDGE ERECTION, TUNNELING, AND DEMOLITION. A SUMMARY OF THE COURSE AND A BIBLIOGRAPHY ARE PROVIDED. RELATED DOCUMENTS ARE AVAILABLE AS VT 019 393-VT 019 397. (KH)

VT 019 542

STREATER, BILLY F.  
SUPERVISED STUDY GUIDE FOR  
MACHINIST (600.280), ASSIGNMENT  
TESTS AND ANSWER BOOK.

TEXAS UNIV., AUSTIN. DIV. OF  
EXTENSION.; TEXAS EDUCATION AGENCY,  
AUSTIN.

DOCUMENT NOT AVAILABLE FROM EDRS.  
INSTRUCTIONAL MATERIALS, DIVISION  
OF EXTENSION, THE UNIVERSITY OF  
TEXAS, AUSTIN, TEXAS 78712 (STUDY  
GUIDE AND ASSIGNMENT TESTS \$8.50;  
ANSWER BOOK \$4.00)  
PUB DATE - JAN72 261P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL  
EDUCATION; \*SUPERVISION; TECHNICAL  
EDUCATION; \*STUDY GUIDES; ANSWER  
KEYS; OBJECTIVE TESTS; BEHAVIORAL  
OBJECTIVES; RESOURCE MATERIALS;  
\*MACHINISTS; SECONDARY GRADES;  
COOPERATIVE EDUCATION; STUDENT  
RECORDS; \*TEXTBOOK ASSIGNMENTS;  
BIBLIOGRAPHIES  
IDENTIFIERS - \*TEXAS

ABSTRACT - THIS STUDY GUIDE FOR THE  
OCCUPATION OF MACHINIST IS INTENDED  
FOR USE IN PRESENTING RELATED  
TECHNICAL INSTRUCTION TO TRADE AND  
INDUSTRIAL EDUCATION STUDENTS ON A  
SUPERVISED BASIS. SEPARATE  
EXTENSIVE ASSIGNMENT TESTS AND  
ANSWER BOOKS ARE PROVIDED FOR THIS  
DOCUMENT, WHICH IS 3-HOLE PUNCHED  
FOR INSERTION INTO A NOTEBOOK. FOR

EACH SUBJECT AREA, BEHAVIORAL  
OBJECTIVES, RESOURCE LISTS, AND  
STUDENT EXERCISES ARE INCLUDED.  
STUDENT RECORD SHEETS AND A  
BIBLIOGRAPHY ARE PROVIDED FOR THE  
USE OF THE SUBJECT-MATTER TEACHER  
OR THE INSTRUCTOR-COORDINATOR IN A  
PLANNED 2-YEAR COOPERATIVE WORK  
EXPERIENCE PROGRAM. (AG)

VT 019 543

GRIMES, L.A., JR.  
TOOLS FOR WOODWORKING TRADES, AND  
INDUSTRIAL EDUCATION MANUAL.

TEXAS UNIV., AUSTIN. DIV. OF  
EXTENSION.; TEXAS EDUCATION AGENCY,  
AUSTIN. DEPT. OF OCCUPATIONAL AND  
TECHNICAL EDUCATION.  
DOCUMENT NOT AVAILABLE FROM EDRS.  
INSTRUCTIONAL MATERIALS, DIVISION  
OF EXTENSION, THE UNIVERSITY OF  
TEXAS, AUSTIN, TEXAS 78712 (\$9.00)  
PUB DATE - 72 220P.

DESCRIPTORS - \*MANUALS; TRADE AND  
INDUSTRIAL EDUCATION; \*WOODWORKING;  
HAND TOOLS; MACHINE TOOLS;  
\*INSTRUCTIONAL MATERIALS;  
\*INDUSTRIAL EDUCATION  
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THIS MANUAL CONTAINS  
THREE SECTIONS, ONE ON HAND TOOLS,  
ONE ON PORTABLE TOOLS, AND ONE ON  
STATIONARY POWER TOOLS. EACH TOOL  
IS DESCRIBED AND ITS RELATION TO  
OTHER TOOLS, THE PROCEDURES USED  
FOR VARIOUS OPERATIONS, THE  
NECESSARY ADJUSTMENTS, AND THE  
PROPER SHARPENING PROCEDURES ARE  
DISCUSSED. TO GIVE THE WOODWORKER A  
TRUE PICTURE OF OPERATIONS OR PARTS  
INVOLVED, STEP-BY-STEP  
ILLUSTRATIONS ARE USED THROUGHOUT  
THE MANUAL, AND SAFETY RULES AND  
PRECAUTIONS ARE LISTED THROUGHOUT  
THE MANUAL TO ENCOURAGE THE  
WOODWORKER TO DEVELOP A HABIT OF  
PRACTICING SAFETY FROM THE  
BEGINNING. THIS MANUAL IS DESIGNED  
SO THAT IT MAY BE USED IN ALL TYPES  
OF TRADE AND INDUSTRIAL CLASSES--  
DAY-TRADE PREPARATORY, TRADE  
EXTENSION, AND INDUSTRIAL  
COOPERATIVE--AS WELL AS IN TRADES  
OR OCCUPATIONS INVOLVING BASIC  
WOODWORKING TOOLS AND OPERATIONS.



(AUTHORS/DL)

**VT 019 874**

REFRESHER COURSES FOR PRIVATE AND COMMERCIAL PILOTS.

FEDERAL AVIATION ADMINISTRATION (DOT), WASHINGTON, D.C. FLIGHT STANDARDS SERVICE.

MF AVAILABLE IN VT-ERIC SET.

AC-61-10A

SUPERINTENDENT OF DOCUMENTS, U.S.

GOVERNMENT PRINTING OFFICE,

WASHINGTON, D.C. 20402 (TD4.408G99, \$40)

PUB DATE - 72 27P.

DESCRIPTORS - \*REFRESHER COURSES;  
 \*AIRCRAFT PILOTS; INSERVICE  
 EDUCATION; \*GUIDES; IMPROVEMENT;  
 \*INSTRUCTIONAL PROGRAMS; \*TRAINERS  
 IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - A FEDERAL STANDARDS SERVICE DEVELOPED THIS GUIDE TO REFRESHER COURSES FOR PILOTS HOLDING AT LEAST PRIVATE PILOT CERTIFICATES AND FOR PILOTS WITH INSTRUMENT RATINGS. THE COURSES OUTLINED IN THIS PUBLICATION HAVE BEEN PREPARED FOR USE BY ANY AGENCY, FLIGHT OPERATOR, OR INSTRUCTOR WHO ENGAGES IN THE REFRESHER TRAINING OF CERTIFIED PILOTS. ONLY THE SCOPE, COVERAGE, AND SYLLABUS OF COURSES ARE PROVIDED WITH A LIST OF SUGGESTED TRAINING MATERIALS TO IMPLEMENT THE PROGRAM. A RELATED DOCUMENT IS AVAILABLE AS VT 012 107 (AIM SUMMER 1971). (KH)

**VT 020 078**

STATIONARY ENGINEERS WORKBOOK.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF INDUSTRIAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 72 315P.

DESCRIPTORS - \*WORKBOOKS;  
 \*ENGINEERING TECHNOLOGY; VOCATIONAL  
 TRAINING CENTERS; MANPOWER  
 DEVELOPMENT; ENGINEERING;  
 \*INSTRUCTIONAL AIDS; TEACHER  
 DEVELOPED MATERIALS; \*MANUALS;  
 TECHNICAL EDUCATION; JOB TRAINING;

## EDUCATIONAL PROGRAMS

IDENTIFIERS - \*STATIONARY ENGINEERS

ABSTRACT - COOPERATIVELY DEVELOPED BY LABOR AND MANAGEMENT ORGANIZATIONS AS WELL AS LOCAL SCHOOL PERSONNEL AND STAFF FROM THE CALIFORNIA STATE DEPARTMENT OF EDUCATION, THIS WORKBOOK IS INTENDED TO SUPPLEMENT CLASSROOM INSTRUCTION AND PROVIDE STUDENTS ENROLLED IN TRAINING PROGRAMS WITHIN THE STATE WITH INFORMATION NECESSARY FOR MEETING THE TECHNICAL DEMANDS OF THE JOBS FOR WHICH THEY ARE BEING TRAINED. CONTENTS INCLUDE: (1) BASIC MATHEMATICS AND PHYSICS, (3) BASIC ELECTRICITY, (4) STEAM PLANT OPERATION, (5) AIR CONDITIONING AND REFRIGERATION, (6) PLANT MAINTENANCE, AND (7) BLUEPRINT READING. (SN)

**VT 020 273**

NATIONAL APPRENTICESHIP STANDARDS FOR THE RETAIL MEAT CUTTING INDUSTRY.

AMERICAN FEDERATION OF LABOR AND CONGRESS OF INDUSTRIAL ORGANIZATIONS, WASHINGTON, D.C.; AMALGAMATED MEAT CUTTERS AND BUTCHER WORKMEN OF N. AMERICA (AFL-CIO), WASHINGTON, D.C. MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C. BUREAU OF APPRENTICESHIP AND TRAINING. MF AVAILABLE IN VT-ERIC SET. PUB DATE - 72 25P.

DESCRIPTORS - \*STANDARDS;  
 \*APPRENTICESHIPS; \*ENTRY WORKERS;  
 VOCATIONAL EDUCATION; \*TRADE AND  
 INDUSTRIAL EDUCATION; MEAT; MEAT  
 PACKING INDUSTRY; INSTRUCTIONAL  
 PROGRAMS; WORK EXPERIENCE  
 IDENTIFIERS - BEGINNING COMPETENCE;  
 EMPLOYMENT SKILLS

ABSTRACT - DEVELOPED BY THE AMALGAMATED MEAT CUTTERS AND BUTCHER WORKMEN OF NORTH AMERICA, AFL-CIO AND PARTICIPATING RETAIL EMPLOYERS, THESE NATIONAL STANDARDS ARE INTENDED TO BE UTILIZED AS A GUIDE BY MANAGEMENT AND LABOR LOCALLY FOR THE ESTABLISHMENT OF APPRENTICESHIP PROGRAMS TO PRODUCE

TRAINED RETAIL MEAT CUTTERS. RECOMMENDED STANDARDS COVER APPRENTICESHIP COMMITTEES, BOTH NATIONAL AND LOCAL, AND SUCH PROGRAM SPECIFICS AS WAGES, WORKING CONDITIONS, EXAMINATION AND INSTRUCTION OF APPRENTICES, ACCIDENT PREVENTION, AND OBLIGATIONS OF APPRENTICES. THE APPENDIXES INCLUDE A COPY OF THE APPRENTICESHIP AGREEMENT, A LIST OF WORK PROCESSES TO BE LEARNED BY THE APPRENTICE, A SAMPLE RECORDKEEPING SYSTEM, FEDERAL LAWS AND REGULATIONS GOVERNING THE EMPLOYMENT OF APPRENTICES, AND ADDRESSES OF APPRENTICESHIP AGENCIES. (KH)

**VT 020 476**

O'KANE, DICK  
THE MAKING OF AN AIRCRAFT MECHANIC.

DOCUMENT NOT AVAILABLE FROM EDRS.  
THE WESTMINSTER PRESS, WITHERSPOON  
BLDG., PHILADELPHIA, PA 19107  
(\$4.95)

PUB DATE - 70 123P.

DESCRIPTORS - \*CAREER OPPORTUNITIES; CAREER PLANNING; \*EMPLOYMENT QUALIFICATIONS; \*GUIDES; \*OCCUPATIONAL INFORMATION; ENTRY WORKERS; \*AVIATION MECHANICS IDENTIFIERS - CAREER AWARENESS

ABSTRACT - WRITTEN BY AN AUTHOR WITH WIDE EXPERIENCE IN BUSINESS AND ADVERTISING, THIS HARDBACK BOOK IS DIRECTED MAINLY TO HIGH SCHOOL STUDENTS CONSIDERING A CAREER IN AIRCRAFT MECHANICS. THE BOOK PRESENTS QUALIFICATIONS FOR EMPLOYMENT, VARIOUS METHODS OF OBTAINING THE NECESSARY TRAINING AND EXPERIENCE, A CLOSE EXAMINATION OF AN AIRCRAFT MECHANIC'S DAILY ROUTINE, AND PAY AND BENEFITS TO BE EXPECTED IN THE FIELD. MANY PHOTOGRAPHS DEPICTING DUTIES OF THE MECHANIC ILLUSTRATE THE TEXT. THE APPENDIX CONTAINS A LIST OF APPROVED AIRCRAFT MECHANIC'S SCHOOLS, ORGANIZED BY GEOGRAPHIC REGION. (KH)

**VT 020 480**

FLUID POWER TECHNOLOGY: A SUGGESTED

2-YEAR POST HIGH SCHOOL CURRICULUM. TECHNICAL EDUCATION PROGRAM.

FLUID POWER FOUNDATION, INC.,  
GARDEN CITY, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
THE FLUID POWER FOUNDATION, INC.,  
600 OLD COUNTRY ROAD, GARDEN CITY,  
NEW YORK 11530 (\$6.00)  
PUB DATE - JAN72 127P.

DESCRIPTORS - \*TECHNICAL EDUCATION; CURRICULUM PLANNING; \*CURRICULUM DEVELOPMENT; POST SECONDARY EDUCATION; \*PROGRAM GUIDES; \*CAREER EDUCATION; \*FLUID POWER EDUCATION IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - A PRIVATE NON-PROFIT INDUSTRIAL INSTITUTION PREPARED THIS GUIDE AS A SUGGESTED 2-YEAR POST-HIGH SCHOOL CURRICULUM TO BE USED BY EDUCATIONAL PLANNERS AND ADMINISTRATORS IN THE DEVELOPMENT OF FLUID POWER TECHNICIAN EDUCATIONAL PROGRAMS. THE GUIDE OFFERS SUGGESTED COURSE OUTLINES, A SEQUENCE OF TECHNICAL EDUCATION PROCEDURE, LABORATORY LAYOUTS, LISTS OF LABORATORY EQUIPMENT AND COST, SUGGESTED TEXTS, REFERENCES, AUDIO-VISUAL AIDS, AND A SELECTED LIST OF SCIENTIFIC AND TECHNICAL SOCIETIES CONCERNED WITH FLUID POWER TECHNOLOGY. (KH)

**VT 020 482**

BUTLER, RICHARD T.; SMITH, WILLIAM J.

GUIDELINES FOR AVIATION EDUCATION IN SCHOOLS OF PENNSYLVANIA WITH ANNOTATED TEACHER'S COURSE OF STUDY AND PLANNING CHART.

PENNSYLVANIA STATE DEPT. OF  
EDUCATION, HARRISBURG.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 71 32P.

DESCRIPTORS - \*GUIDELINES; \*CURRICULUM GUIDES; \*TEACHING GUIDES; \*AEROSPACE EDUCATION; CURRICULUM PLANNING; \*CAREER OPPORTUNITIES; SECONDARY GRADES; TRANSPORTATION IDENTIFIERS - CAREER AWARENESS

ABSTRACT - TWO AVIATION EDUCATION

CONSULTANTS WROTE THIS CURRICULUM GUIDE TO GIVE DIRECTION AND PROVIDE COORDINATION FOR THE AVIATION EDUCATION PROGRAM IN THE PENNSYLVANIA SCHOOLS. DESIGNED AS A FULL YEAR'S COURSE OF STUDY AT THE HIGH SCHOOL LEVEL, THE PROGRAM DEALS WITH CONCEPTS REE ACTIVITIES, AND CAREERS IN AVIATION. THE GUIDE CONTAINS TEACHING PROCEDURES, GENERAL LESSON OUTLINES, AND A TEACHER'S ANNOTATED COURSE OF STUDY DETAILING OBJECTIVES, METHODS, AND RESOURCES FOR EACH OF SEVEN TEACHING UNITS. A TEACHER'S PLANNING CHART IS PROVIDED TO AID THE CLASSROOM TEACHER IN PLACING THE UNITS IN PROPER PERSPECTIVE WITHIN THE SCHOOL YEAR. (KH)

VT 020 490

FENTEN, D.X.

THE MAKING OF A POLICE OFFICER.

DOCUMENT NOT AVAILABLE FROM EDRS.  
THE WESTMINSTER PRESS, WITHERSPOON  
BLDG., PHILADELPHIA, PA. 19107  
(\$4.95)

PUB DATE - 72 122P.

DESCRIPTORS - \*CAREER OPPORTUNITIES; \*LAW ENFORCEMENT; \*POLICE; CAREER PLANNING; \*EMPLOYMENT QUALIFICATIONS; GUIDES; HUMAN SERVICES; \*OCCUPATIONAL INFORMATION; ENTRY WORKERS IDENTIFIERS - CAREER AWARENESS

ABSTRACT - WRITTEN BY A HIGH SCHOOL TEACHER OF COMMUNICATIONS, THIS HARDBACK COMMERCIAL PUBLICATION IS INTENDED TO SHOW POTENTIAL CANDIDATES ALL THAT IS INVOLVED IN THE TRAINING OF A POLICE OFFICER. DUTIES OF MANY DIFFERENT SERVICES ARE DESCRIBED--FROM FOOT PATROLMAN TO DETECTIVE, INCLUDING SUCH SPECIALTIES AS BALLISTICS, NARCOTICS WORK, PHOTOGRAPHY, AND HARBOR PATROL. INCLUDED IN THE BOOK ARE QUALIFICATIONS FOR APPLICANTS; THE PHYSICAL, LEGAL, TECHNICAL, AND SOCIOLOGICAL TRAINING REQUIRED; AND TYPICAL COURSES AND PROGRAMS OF WORK. MANY PHOTOGRAPHS DEPICTING VARIOUS ASPECTS OF POLICE WORK ACCOMPANY THE WRITTEN TEXT. THE APPENDIX INCLUDES: (1) POLICE

OFFICER SAMPLE TEST QUESTIONS, (2) SALARY RATES OF THE NEW YORK CITY POLICE DEPARTMENT, AND (3) A LIST OF UNIVERSITIES AND JUNIOR COLLEGES OFFERING COURSES IN POLICE SCIENCE. (KH)

VT 020 507

CONSTRUCTION CLUSTER VOLUME I. WOOD STRUCTURAL FRAMING. VOCATIONAL EDUCATION PROGRAM OF STUDIES.

PENNSYLVANIA STATE DEPT. OF JUSTICE, HARRISBURG. BUREAU OF CORRECTION.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 1JAN71 138P.

DESCRIPTORS - \*INSTRUCTIONAL MATERIALS; \*VOCATIONAL EDUCATION; \*TEACHING GUIDES; CONSTRUCTION INDUSTRY; \*TRADE AND INDUSTRIAL EDUCATION; PROGRAMED UNITS; CAREER EDUCATION; \*WOODWORKING IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THE FIRST OF SEVEN VOLUMES OF INSTRUCTIONAL MATERIALS DEALING WITH CONSTRUCTION INDUSTRY SKILLS, THIS INSTRUCTOR'S GUIDE FOR THE TEACHING OF WOOD STRUCTURAL FRAMING WAS DEVELOPED BY THE PENNSYLVANIA BUREAU OF CORRECTION. PLANNED FOR APPROXIMATELY ONE MONTH OF STUDY, IT CONTAINS 20 INSTRUCTIONAL UNITS, EACH HAVING ONE OR MORE LESSONS. EACH UNIT IS DESIGNED TO INCLUDE THREE HOURS OF TECHNICAL LABORATORY EXPERIENCE AND THREE HOURS OF RELATED STUDY IN SCIENCE, MATHEMATICS, COMMUNICATIONS, AND SOCIAL SCIENCES AS PART OF AN INTEGRATED CURRICULUM. THE UNITS OFFER THE INSTRUCTOR THE ESSENTIAL MATERIALS, SUCH AS THE AIMS OF THE UNIT, INSTRUCTIONAL AIDS, TOPICAL OUTLINE AND ACTIVITIES, SUGGESTED TIME SEQUENCE, EVALUATION GUIDELINES, SUMMARY, AND REFERENCES. A BIBLIOGRAPHY IS INCLUDED AT THE END OF THE VOLUME AS RECOMMENDED ADDITIONAL SOURCES OF INFORMATION. RELATED TEACHING GUIDES ARE AVAILABLE IN THIS ISSUE AS VT 020 508-VT 020 513. (KH)

VT 020 508

CONSTRUCTION CLUSTER VOLUME II.  
MASONRY WORK. VOCATIONAL EDUCATION  
PROGRAM OF STUDIES.

PENNSYLVANIA STATE DEPT. OF  
JUSTICE, HARRISBURG. BUREAU OF  
CORRECTION.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 1JAN71 174P.

DESCRIPTORS - \*INSTRUCTIONAL  
MATERIALS; \*VOCATIONAL EDUCATION;  
\*TEACHING GUIDES; CONSTRUCTION  
INDUSTRY; \*TRADE AND INDUSTRIAL  
EDUCATION; PROGRAMED UNITS; CAREER  
EDUCATION; \*MASONRY  
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THE SECOND OF SEVEN  
VOLUMES OF INSTRUCTIONAL MATERIALS  
DEALING WITH CONSTRUCTION INDUSTRY  
SKILLS, THIS INSTRUCTOR'S GUIDE FOR  
THE TEACHING OF MASONRY WORK WAS  
DEVELOPED BY THE PENNSYLVANIA  
BUREAU OF CORRECTION. PLANNED FOR  
APPROXIMATELY ONE MONTH OF STUDY,  
IT CONTAINS 20 INSTRUCTIONAL UNITS,  
EACH HAVING ONE OR MORE LESSONS.  
EACH UNIT IS DESIGNED TO INCLUDE  
THREE HOURS OF TECHNICAL LABORATORY  
EXPERIENCE AND THREE HOURS OF  
RELATED STUDY IN SCIENCE,  
MATHEMATICS, COMMUNICATIONS, AND  
SOCIAL SCIENCES AS PART OF AN  
INTEGRATED CURRICULUM. THE UNITS  
OFFER THE INSTRUCTOR THE ESSENTIAL  
MATERIALS, SUCH AS THE AIMS OF THE  
UNIT, INSTRUCTIONAL AIDS, TOPICAL  
OUTLINE AND ACTIVITIES, SUGGESTED  
TIME SEQUENCE, EVALUATION  
GUIDELINES, SUMMARY, AND  
REFERENCES. A BIBLIOGRAPHY IS  
INCLUDED AT THE END OF THE VOLUME  
AS RECOMMENDED ADDITIONAL SOURCES  
OF INFORMATION. RELATED TEACHING  
GUIDES ARE AVAILABLE IN THIS ISSUE  
AS VT 020 507-VT 020 513. (KH)

VT 020 509

CONSTRUCTION CLUSTER VOLUME III.  
PLUMBING. VOCATIONAL EDUCATION  
PROGRAM OF STUDIES.

PENNSYLVANIA STATE DEPT. OF  
JUSTICE, HARRISBURG. BUREAU OF  
CORRECTION.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 1JAN71 238P.

DESCRIPTORS - \*INSTRUCTIONAL  
MATERIALS; \*VOCATIONAL EDUCATION;  
\*TEACHING GUIDES; CONSTRUCTION  
INDUSTRY; \*TRADE AND INDUSTRIAL  
EDUCATION; PROGRAMED UNITS; CAREER  
EDUCATION; \*PLUMBING  
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THE THIRD OF SEVEN  
VOLUMES OF INSTRUCTIONAL MATERIALS  
DEALING WITH CONSTRUCTION INDUSTRY  
SKILLS, THIS INSTRUCTOR'S GUIDE FOR  
THE TEACHING OF PLUMBING WAS  
DEVELOPED BY THE PENNSYLVANIA  
BUREAU OF CORRECTION. PLANNED FOR  
APPROXIMATELY ONE MONTH OF STUDY,  
IT CONTAINS 20 INSTRUCTIONAL UNITS,  
EACH HAVING ONE OR MORE LESSONS.  
EACH UNIT IS DESIGNED TO INCLUDE  
THREE HOURS OF TECHNICAL LABORATORY  
EXPERIENCE AND THREE HOURS OF  
RELATED STUDY IN SCIENCE,  
MATHEMATICS, COMMUNICATIONS, AND  
SOCIAL SCIENCES AS PART OF AN  
INTEGRATED CURRICULUM. THE UNITS  
OFFER THE INSTRUCTOR THE ESSENTIAL  
MATERIALS, SUCH AS THE AIMS OF THE  
UNIT, INSTRUCTIONAL AIDS, TOPICAL  
OUTLINE AND ACTIVITIES, SUGGESTED  
TIME SEQUENCE, EVALUATION  
GUIDELINES, SUMMARY, AND  
REFERENCES. A BIBLIOGRAPHY IS  
INCLUDED AT THE END OF THE VOLUME  
AS RECOMMENDED ADDITIONAL SOURCES  
OF INFORMATION. RELATED TEACHING  
GUIDES ARE AVAILABLE IN THIS ISSUE  
AS VT 020 507-VT 020 513. (KH)

VT 020 510

CONSTRUCTION CLUSTER VOLUME IV  
CONCRETE WORK. VOCATIONAL EDUCATION  
PROGRAM OF STUDIES.

PENNSYLVANIA STATE DEPT. OF  
JUSTICE, HARRISBURG. BUREAU OF  
CORRECTION.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 1JAN71 216P.

DESCRIPTORS - \*INSTRUCTIONAL  
MATERIALS; \*VOCATIONAL EDUCATION;  
\*TEACHING GUIDES; CONSTRUCTION  
INDUSTRY; \*TRADE AND INDUSTRIAL  
EDUCATION; PROGRAMED UNITS; CAREER  
EDUCATION; \*CEMENT INDUSTRY  
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THE FOURTH OF SEVEN VOLUMES OF INSTRUCTIONAL MATERIALS DEALING WITH CONSTRUCTION INDUSTRY SKILLS, THIS INSTRUCTOR'S GUIDE FOR THE TEACHING OF CONCRETE WORK WAS DEVELOPED BY THE PENNSYLVANIA BUREAU OF CORRECTION. PLANNED FOR APPROXIMATELY ONE MONTH OF STUDY, IT CONTAINS 20 INSTRUCTIONAL UNITS, EACH HAVING ONE OR MORE LESSONS. EACH UNIT IS DESIGNED TO INCLUDE THREE HOURS OF TECHNICAL LABORATORY EXPERIENCE AND THREE HOURS OF RELATED STUDY IN SCIENCE, MATHEMATICS, COMMUNICATIONS, AND SOCIAL SCIENCES AS PART OF AN INTEGRATED CURRICULUM. THE UNITS OFFER THE INSTRUCTOR THE ESSENTIAL MATERIALS, SUCH AS THE AIMS OF THE UNIT, INSTRUCTIONAL AIDS, TOPICAL OUTLINE AND ACTIVITIES, SUGGESTED TIME SEQUENCE, EVALUATION GUIDELINES, SUMMARY, AND REFERENCES. A BIBLIOGRAPHY IS INCLUDED AT THE END OF THE VOLUME AS RECOMMENDED ADDITIONAL SOURCES OF INFORMATION. RELATED TEACHING GUIDES ARE AVAILABLE IN THIS ISSUE AS VT 020 507-VT 020 513. (KH)

VT 020 511  
CONSTRUCTION CLUSTER VOLUME V.  
ELECTRICAL. VOCATIONAL EDUCATION  
PROGRAM OF STUDIES.

PENNSYLVANIA STATE DEPT. OF  
JUSTICE, HARRISBURG. BUREAU OF  
CORRECTION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 1JAN71 211P.

DESCRIPTORS - \*INSTRUCTIONAL  
MATERIALS; \*VOCATIONAL EDUCATION;  
\*TEACHING GUIDES; CONSTRUCTION  
INDUSTRY; \*TRADE AND INDUSTRIAL  
EDUCATION; PROGRAMED UNITS; CAREER  
EDUCATION; \*ELECTRICITY  
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THE FIFTH OF SEVEN VOLUMES OF INSTRUCTIONAL MATERIALS DEALING WITH CONSTRUCTION INDUSTRY SKILLS, THIS INSTRUCTOR'S GUIDE FOR THE TEACHING OF ELECTRICAL WORK WAS DEVELOPED BY THE PENNSYLVANIA BUREAU OF CORRECTION. PLANNED FOR APPROXIMATELY ONE MONTH OF STUDY, IT CONTAINS 20 INSTRUCTIONAL UNITS,

EACH HAVING ONE OR MORE LESSONS. EACH UNIT IS DESIGNED TO INCLUDE THREE HOURS OF TECHNICAL LABORATORY EXPERIENCE AND THREE HOURS OF RELATED STUDY IN SCIENCE, MATHEMATICS, COMMUNICATIONS, AND SOCIAL SCIENCES AS PART OF AN INTEGRATED CURRICULUM. THE UNITS OFFER THE INSTRUCTOR THE ESSENTIAL MATERIALS, SUCH AS THE AIMS OF THE UNIT, INSTRUCTIONAL AIDS, TOPICAL OUTLINE AND ACTIVITIES, SUGGESTED TIME SEQUENCE, EVALUATION GUIDELINES, SUMMARY, AND REFERENCES. A BIBLIOGRAPHY IS INCLUDED AT THE END OF THE VOLUME AS RECOMMENDED ADDITIONAL SOURCES OF INFORMATION. RELATED TEACHING GUIDES ARE AVAILABLE IN THIS ISSUE AS VT 020 507-VT 020 513. (KH)

VT 020 512  
CONSTRUCTION CLUSTER VOLUME VI. AIR  
CONDITIONING AND REFRIGERATION.  
VOCATIONAL EDUCATION PROGRAM OF  
STUDIES.

PENNSYLVANIA STATE DEPT. OF  
JUSTICE, HARRISBURG. BUREAU OF  
CORRECTION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 1JAN71 130P.

DESCRIPTORS - \*INSTRUCTIONAL  
MATERIALS; \*VOCATIONAL EDUCATION;  
\*TEACHING GUIDES; CONSTRUCTION  
INDUSTRY; \*TRADE AND INDUSTRIAL  
EDUCATION; PROGRAMED UNITS; CAREER  
EDUCATION; \*AIR CONDITIONING;  
REFRIGERATION  
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THE SIXTH OF SEVEN VOLUMES OF INSTRUCTIONAL MATERIALS DEALING WITH CONSTRUCTION INDUSTRY SKILLS, THIS INSTRUCTOR'S GUIDE FOR THE TEACHING OF AIR CONDITIONING AND REFRIGERATION WAS DEVELOPED BY THE PENNSYLVANIA BUREAU OF CORRECTION. PLANNED FOR APPROXIMATELY ONE MONTH OF STUDY, IT CONTAINS 20 INSTRUCTIONAL UNITS, EACH HAVING ONE OR MORE LESSONS. EACH UNIT IS DESIGNED TO INCLUDE THREE HOURS OF TECHNICAL LABORATORY EXPERIENCE AND THREE HOURS OF RELATED STUDY IN SCIENCE, MATHEMATICS, COMMUNICATIONS, AND



SOCIAL SCIENCES AS PART OF AN INTEGRATED CURRICULUM. THE UNITS OFFER THE INSTRUCTOR THE ESSENTIAL MATERIALS, SUCH AS THE AIMS OF THE UNIT, INSTRUCTIONAL AIDS, TOPICAL OUTLINE AND ACTIVITIES, SUGGESTED TIME SEQUENCE, EVALUATION GUIDELINES, SUMMARY, AND REFERENCES. A BIBLIOGRAPHY IS INCLUDED AT THE END OF THE VOLUME AS RECOMMENDED ADDITIONAL SOURCES OF INFORMATION. RELATED TEACHING GUIDES ARE AVAILABLE IN THIS ISSUE AS VT 020 507-VT 020 513. (KH)

### VT 020 513

CONSTRUCTION CLUSTER VOLUME VII. HEATING AND VENTILATION. VOCATIONALEUCATION PROGRAM OF STUDIES.

PENNSYLVANIA STATE DEPT. OF JUSTICE, HARRISBURG. BUREAU OF CORRECTION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 1JAN71 197P.

DESCRIPTORS - \*INSTRUCTIONAL MATERIALS; \*VOCATIONAL EDUCATION; \*TEACHING GUIDES; CONSTRUCTION INDUSTRY; \*TRADE AND INDUSTRIAL EDUCATION; PROGRAMED UNITS; CAREER EDUCATION; \*HEATING; VENTILATION IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THE LAST OF SEVEN VOLUMES OF INSTRUCTIONAL MATERIALS DEALING WITH CONSTRUCTION INDUSTRY SKILLS, THIS INSTRUCTOR'S GUIDE FOR THE TEACHING OF HEATING AND VENTILATION WAS DEVELOPED BY THE PENNSYLVANIA BUREAU OF CORRECTION. PLANNED FOR APPROXIMATELY ONE MONTH OF STUDY, IT CONTAINS 20 INSTRUCTIONAL UNITS, EACH HAVING ONE OR MORE LESSONS. EACH UNIT IS DESIGNED TO INCLUDE THREE HOURS OF TECHNICAL LABORATORY EXPERIENCE AND THREE HOURS OF RELATED STUDY IN SCIENCE, MATHEMATICS, COMMUNICATIONS, AND SOCIAL SCIENCES AS PART OF AN INTEGRATED CURRICULUM. THE UNITS OFFER THE INSTRUCTOR THE ESSENTIAL MATERIALS, SUCH AS THE AIMS OF THE UNIT, INSTRUCTIONAL AIDS, TOPICAL OUTLINE AND ACTIVITIES, SUGGESTED TIME SEQUENCE, EVALUATION GUIDELINES,

SUMMARY, AND REFERENCES. A BIBLIOGRAPHY IS INCLUDED AT THE END OF THE VOLUME AS RECOMMENDED ADDITIONAL SOURCES OF INFORMATION. RELATED TEACHING GUIDES ARE AVAILABLE IN THIS ISSUE AS VT 020 507-VT 020 512. (KH)

### VT 020 552

FREEMAN, EVELYN, AND OTHERS  
MANUFACTURING UNIT. INTERMEDIATE LEVEL.

SOUTH-WESTERN CITY SCHOOL DISTRICT, GROVE CITY, OHIO.  
MF AVAILABLE IN VT-ERIC SET.  
SOUTH-WESTERN CITY SCHOOL DISTRICT, 3708 SOUTH BROADWAY, GROVE CITY, OHIO 43123  
PUB DATE - ND 54P.

DESCRIPTORS - INSTRUCTIONAL MATERIALS; TEACHER DEVELOPED MATERIALS; \*TEACHING GUIDES; \*UNIT PLAN; INTERMEDIATE GRADES; \*MANUFACTURING; LEARNING ACTIVITIES; BEHAVIORAL OBJECTIVES; \*INDUSTRY; \*INDUSTRIAL EDUCATION IDENTIFIERS - ECONOMIC AWARENESS; \*CAREER AWARENESS

ABSTRACT - THIS INSTRUCTIONAL UNIT ON MANUFACTURING, DEVELOPED BY A GROUP OF TEACHERS IN AN OHIO SCHOOL SYSTEM, IS PLANNED FOR USE BY TEACHERS IN THE INTERMEDIATE GRADES. ORGANIZED IN CHART FORM, THE UNIT PLAN LISTS SPECIFIC LEARNING OBJECTIVES FOR STUDENTS, SUGGESTED TEACHING ACTIVITIES AND THE THINKING SKILLS INHERENT IN EACH ACTIVITY. A BRIEF DEFINITION AND RATIONALE FOR EACH SKILL IS INCLUDED IN THE UNIT, AS WELL AS A LIST OF RESOURCE MATERIALS WHICH MAY BE UTILIZED. INSTRUCTIONS ARE GIVEN FOR ASSESSMENT OF THE UNIT THROUGH GUIDED CLASS DISCUSSION. (KH)

### VT 020 616

AVIATION BOATSWAIN'S MATE E 3 AND 2. RATE TRAINING MANUAL.

NAVAL TRAINING COMMAND, WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
NAVTRA-1032-C

PUB DATE - 72 331P. 1972 EDITION

DESCRIPTORS - \*ARMED FORCES;  
\*INSTRUCTIONAL MATERIALS; \*MANUALS;  
ENLISTED MEN; \*BOATMEN; \*TECHNICAL  
EDUCATION; ON THE JOB TRAINING; JOB  
TRAINING  
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THIS TRAINING MANUAL WAS  
PREPARED BY THE U.S. NAVY FOR  
ENLISTED PERSONNEL OF THE NAVY AND  
NAVAL RESERVE WHO ARE STUDYING FOR  
ADVANCEMENT IN THE AVIATION  
BOATSWAIN'S MATE E RATING. DESIGNED  
TO BE SUPPLEMENTED BY PRACTICAL  
SHIPBOARD EXPERIENCE, THE MANUAL  
DESCRIBES THE VARIOUS TOOLS,  
EQUIPMENT, AND OPERATIONS TO BE  
MASTERED BY THE TRAINEE. INCLUDED  
AMONG THE 11 CHAPTERS ARE SUCH  
SUBJECTS AS STEAM CATAPULTS,  
EMERGENCY RECOVERY EQUIPMENT, AND  
VISUAL LANDING AIDS. THE WRITTEN  
TEXT IS ACCOMPANIED BY MANY  
DIAGRAMS, PHOTOGRAPHS, AND CHARTS.  
(KH)

VT 020 638

AVIATION MACHINIST'S MATE J1 AND C.  
RATE TRAINING MANUAL.

NAVAL TRAINING COMMAND, WASHINGTON,  
D.C.

MF AVAILABLE IN VT-ERIC SET.

NAVTRA-10343-C

PUB DATE - 72 198P. 1972 EDITION.

DESCRIPTORS - \*ARMED FORCES;  
\*INSTRUCTIONAL MATERIALS; \*MANUALS;  
ENLISTED MEN; \*TECHNICAL EDUCATION;  
JOB TRAINING; ON THE JOB TRAINING;  
\*MACHINISTS  
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THIS TRAINING MANUAL WAS  
PREPARED BY THE U.S. NAVY FOR  
ENLISTED PERSONNEL OF THE NAVY AND  
NAVAL RESERVE WHO ARE STUDYING FOR  
ADVANCEMENT IN THE AVIATION  
MACHINIST'S RATE J RATING. DESIGNED  
TO BE SUPPLEMENTED BY PRACTICAL  
EXPERIENCE, THE MANUAL PROVIDES  
INFORMATION ON THE MAINTENANCE OF  
AIRCRAFT JET ENGINES AND THEIR  
RELATED SYSTEMS, THE PREPARATION OF  
RECORDS AND REPORTS, AND VARIOUS  
SUPERVISORY TASKS ASSIGNED TO THE

POSITION OF CHIEF AND FIRST CLASS  
AVIATION MACHINIST'S RATE J. MANY  
CHARTS, DIAGRAMS, AND PHOTOGRAPHS  
ACCOMPANY THE WRITTEN TEXT. (KH)

VT 020 660

HOUSEKEEPING METHODS AND MATERIALS.  
OREGON CUSTODIAL TRAINING PROGRAM.

OREGON STATE BOARD OF EDUCATION,  
SALEM. DIV. OF COMMUNITY COLLEGES  
AND CAREER EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 50P. UNDATED.

REVISION OF 1963 MANUAL.

DESCRIPTORS - \*MANUALS;  
\*INSTRUCTIONAL MATERIALS;  
\*CUSTODIAN TRAINING; SCHOOL  
MAINTENANCE; \*JOB TRAINING;  
VOCATIONAL EDUCATION; ENTRY  
WORKERS; SCHOOL SERVICES; CLEANING  
IDENTIFIERS - BEGINNING COMPETENCE;  
EMPLOYMENT SKILLS

ABSTRACT - PUBLISHED BY A STATE  
EDUCATIONAL AGENCY, THIS REVISED  
EDITION OF AN EARLIER MANUAL IS  
DESIGNED TO SERVE AS AN  
INSTRUCTIONAL AID IN CUSTODIAL  
TRAINING PROGRAMS, PARTICULARLY  
AIMED AT SCHOOL CUSTODIANS. THE  
MANUAL COVERS THE CUSTODIAN'S  
RESPONSIBILITIES FOR MAINTAINING  
ALL AREAS AND FIXTURES IN THE  
BUILDING. INFORMATION CONCERNING  
THE TOOLS, EQUIPMENT, AND CHEMICALS  
USED IN VARIOUS HOUSEKEEPING JOBS  
IS PRESENTED WITH TECHNIQUES FOR  
CLEANING AND SANITATION. DESIRED  
FREQUENCY OF OPERATIONAL TASKS TO  
BE PERFORMED AND THE ORGANIZATION  
AND OPERATION OF A SUMMER SCHEDULE  
OF WORK ARE INCLUDED. (KH)

VT 100 001

HEPPA, VICTOR

MATHEMATICS I: MASONS.

NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION.; RUTGERS, THE  
STATE UNIV., NEW BRUNSWICK, N.J.  
CURRICULUM LAB.; BERGEN COUNTY  
VOCATIONAL - TECHNICAL HIGH SCHOOL,  
HACKENSACK, N.J.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - JUL59 137P.

DESCRIPTORS - \*MASONRY;  
 \*MATHEMATICS; \*MEASUREMENT; \*STUDY  
 GUIDES; \*TRADE AND INDUSTRIAL  
 EDUCATION; COURSE CONTENT; DECIMAL  
 FRACTIONS; FRACTIONS; SECONDARY  
 GRADES; VOCATIONAL EDUCATION  
 IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS DOCUMENT, PREPARED  
 BY THE NEW JERSEY STATE DEPARTMENT  
 OF EDUCATION, IS DESIGNED TO TEACH  
 SIMPLE MATHEMATICS TO STUDENTS WHO  
 ARE PROSPECTIVE MASONS. THE  
 REASONING BEHIND THIS KIND OF  
 INSTRUCTION IS THAT IN ORDER TO  
 ERECT A BUILDING QUICKLY, EASILY  
 AND ECONOMICALLY, ONE MUST KNOW TO  
 FIGURE EXACTLY HOW MUCH MATERIAL HE  
 NEEDS. THE CONTENT MATERIAL COVERS  
 THE FOLLOWING AREAS: FRACTIONS,  
 DECIMAL FRACTIONS, SQUARE MEASURE,  
 AND CURIC MEASURE. EACH UNIT  
 CONTAINS A STATEMENT OF OBJECTIVES,  
 INFORMATION FOR COURSE CONTENT, AND  
 A MATHEMATICAL PROBLEM. A NUMBER OF  
 ASSIGNMENT SHEETS ARE INCLUDED IN  
 EACH UNIT. SAMPLE TESTS FOR EACH  
 UNIT ARE GIVEN. (DL)

VT 100 013  
 SHANNON, THEODORE P.  
 GETTING STARTED ON YOUR NEW JOB.

OHIO STATE UNIV., COLUMBUS. DEPT.  
 OF AGRICULTURAL EDUCATION.  
 MF AVAILABLE IN VT-ERIC SET.  
 AGDEX-900/03-AWE-7  
 OHIO AGRICULTURAL EDUCATION  
 CURRICULUM MATERIALS SERVICE, RM  
 201, 2120 FYFFE ROAD, COLUMBUS, OH  
 43210 (\$ .30)  
 PUB DATE - 71 31P.

DESCRIPTORS - \*STUDY GUIDES; \*UNIT  
 PLAN; \*OCCUPATIONAL INFORMATION;  
 \*TASK PERFORMANCE; JOB SKILLS;  
 ADULT VOCATIONAL EDUCATION;  
 \*INDEPENDENT STUDY; INSTRUCTIONAL  
 MATERIALS

ABSTRACT - THIS SELF-INSTRUCTIONAL  
 UNIT IS DESIGNED TO PROVIDE ALL THE  
 NECESSARY INFORMATION FOR THE  
 BEGINNING EMPLOYEE ON A NEW JOB.  
 AREAS COVERED INCLUDE: (1) GETTING  
 A PHYSICAL EXAMINATION, (2) FILLING  
 OUT NECESSARY FORMS, (3) GETTING

INSTRUCTIONS ON JOB DUTIES AND  
 SAFETY, (4) PROPER CLOTHING AND  
 EQUIPMENT, (5) UNION MEMBERSHIP,  
 (6) GETTING ALONG WITH CO-WORKERS,  
 AND (7) UNDERSTANDING THE FIRST  
 PAYCHECK. THE UNIT IS PRESENTED IN  
 NARRATIVE FORM AND FOLLOWS A  
 TYPICAL NEW EMPLOYEE THROUGH HIS  
 FIRST PAY PERIOD ON THE JOB. THE  
 TEXT IS ILLUSTRATED WITH NUMEROUS  
 LINE DRAWINGS AND SAMPLE FORMS AND  
 RECORDS. (AW)

VT 100 019  
 TRADE MASONRY SYLLABUS--1972.

NEW YORK STATE EDUCATION DEPT.,  
 ALBANY. BUREAU OF SECONDARY  
 CURRICULUM DEVELOPMENT.  
 MF AVAILABLE IN VT-ERIC SET.  
 PUBLICATIONS DISTRIBUTION UNIT, THE  
 STATE EDUCATION DEPARTMENT,  
 EDUCATION BUILDING ANNEX, ALBANY,  
 N.Y. 12224 (\$ .50)  
 PUB DATE - 72 64P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
 \*MASONRY; \*TRADE AND INDUSTRIAL  
 EDUCATION; \*CONSTRUCTION (PROCESS);  
 TEACHING PROCEDURES; TRAINING  
 OBJECTIVES; \*BUILDING TRADES  
 IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS SYLLABUS  
 ENCOMPASSES SIX AREAS OF THE TRADE  
 OF MASONRY AND IS PRINCIPALLY  
 DESIGNED AS A 2-YEAR COURSE OF  
 STUDY FOR THOSE STUDENTS WISHING TO  
 OBTAIN EMPLOYMENT AS MASONS. THE  
 DOCUMENT WAS DEVELOPED TO AID  
 TEACHERS OF TRADE MASONRY IN  
 WRITING THE COURSE OF STUDY.  
 CONTENT FOR THE SYLLABUS IS DIVIDED  
 INTO SIX TRADE AREAS: (1) CONCRETE  
 WORK, (2) BLOCK WORK, (3) BRICK  
 WORK, (4) STONE WORK, (5) TILE  
 WORK, AND (6) PLASTER WORK. IN A 3-  
 COLUMN FORMAT SYLLABUS, THE FIRST  
 COLUMN LISTS UNITS OF REQUIRED  
 COURSE CONTENT. THE SECOND COLUMN  
 SETS FORTH OBJECTIVES OF EACH UNIT  
 OF INSTRUCTION AND ARE STATED IN  
 TERMS OF STUDENT BEHAVIOR. THE  
 FINAL COLUMN CONSISTS OF SUGGESTED  
 TEACHING METHODS AND AUDIOVISUALS,  
 INTENDED TO ASSIST THE TEACHER IN  
 ACHIEVING HIS CLASSROOM OBJECTIVES.  
 APPENDED ARE LISTS OF TEXTS,

REFERENCES, AND AUDIOVISUALS, A LIST OF SUGGESTED TOOLS AND EQUIPMENT CONSIDERED MINIMAL FOR PROPER INSTRUCTION, AND A SOURCE DIRECTORY. (AUTHOR/DL)

# VT 100 030

HENDERSON, JOSEPH  
SCIENTIFIC GLASSBLOWING 3 AND 4.  
STUDENT MANUAL.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB., NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - DEC72 129P.

DESCRIPTORS - MANUALS; \*STUDY GUIDES; \*OCCUPATIONAL CLUSTERS; POST SECONDARY EDUCATION; \*TECHNICAL EDUCATION; \*SCIENCES; SCIENCE EQUIPMENT; SCIENTIFIC CONCEPTS  
IDENTIFIERS - \*GLASSBLOWING

ABSTRACT - THIS STUDENT MANUAL IS FOR USE IN A 2-COURSE PROGRAM COVERING AN OCCUPATIONAL CLUSTER IN SCIENTIFIC GLASSBLOWING. THE PROGRAM WAS DEVELOPED BY A COMMITTEE OF TEACHERS AND SUPERVISORS AND TESTED IN TECHNICAL INSTITUTES, AND SHOULD BE CONDUCTED BY A TEACHER WITH SUBJECT-MATTER AND TRADE EXPERIENCE. LISTS OF TEXTS AND REFERENCES, PERIODICALS, AND VOCABULARY TERMS, AND A STUDENT PROGRESS RECORD PRECEDE 13 UNITS INCLUDING: (1) SILVERING OPERATIONS, (2) MAKING AND REPAIR OF FLASKS, (3) SOXHLET EXTRACTOR, (4) DRY ICE TRAP, (5) DEWAR SEALS, (6) VACUUM SYSTEMS, (7) GLASS TO METAL SEALS, AND (8) GRADED SEALS. THE FIRST COURSE COVERS UNITS I-VII AND THE SECOND INCLUDES UNITS VIII-XIII, WITH OBJECTIVES, RELATED INFORMATION, AND ASSIGNMENTS. EXAMINATIONS AND ANSWERS ARE GIVEN FOR BOTH COURSES. THE MANUAL IS ILLUSTRATED WITH NUMEROUS PHOTOGRAPHS, DRAWINGS, AND DIAGRAMS. (AW)

# VT 100 035

BENZE, ALEXANDER

THE ART OF PHOTOENGRAVING.  
TEACHER'S GUIDE.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.; MARIE H. KATZEMBACH SCHOOL FOR THE DEAF, WEST TRENTON, N.J.; NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION  
MF AVAILABLE IN VT-ERIC SET.  
N.J. VOC-TECH CURRICULUM LAB., RUTGERS UNIVERSITY, BUILDING 4103, KILMER CAMPUS, NEW BRUNSWICK, NJ 08903 (\$1.50)  
PUB DATE - SEP71 157P.

DESCRIPTORS - \*DEAF EDUCATION; \*VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; GRAPHIC ARTS; \*PHOTOCOMPOSITION; \*TRANSPARENCIES; \*TRADE AND INDUSTRIAL EDUCATION; SECONDARY GRADES; EDUCATIONAL OBJECTIVES; SCHOOL SHOPS; MANUFACTURING; VOCATIONAL DEVELOPMENT; RESOURCE MATERIALS  
IDENTIFIERS - EDUCATIONAL AWARENESS; \*PHOTOENGRAVING

ABSTRACT - INTENDED FOR TEACHING THE DEAF IN VOCATIONAL JUNIOR AND SENIOR HIGH SCHOOLS, THIS INSTRUCTIONAL GUIDE FOR A PHOTOENGRAVING CURRICULUM CONTAINS: (1) GENERAL AND SPECIFIC COURSE OBJECTIVES, (2) A RATIONALE, (3) WORKING DIAGRAMS OF A SUGGESTED SHOP LAYOUT, (4) AN EQUIPMENT LIST, AND (5) FIVE OUTLINES OF BASIC SKILLS NEEDED FOR PHOTOENGRAVING. MOST OF THE GUIDE, DEVELOPED BY A STATE COMMITTEE OF SHOP TEACHERS, CONSISTS OF TRANSPARENCIES. TEACHING SUGGESTIONS FOR EACH LESSON ARE PROVIDED, FOR THE PURPOSES OF COURSE AND LESSON PLANNING. (AG)

# VT 100 036

SCARITO, SALVATORE J.; O'CONNELL, JOHN  
BRAKE SERVICE.

BAYONNE HIGH SCHOOL, N.J.; NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.; RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J.

CURRICULUM LAB.  
MF AVAILABLE IN VT-ERIC SET.  
N.J. VOC-TECH CURRICULUM LAB.,  
RUTGERS UNIVERSITY, NEW BRUNSWICK,  
N.J. 08903 (\$1.50)  
PUB DATE - JAN73 79P.

DESCRIPTORS - \*INSTRUCTIONAL  
MATERIALS; \*VOCATIONAL EDUCATION;  
\*AUTO MECHANICS; SECONDARY GRADES;  
AUTO PARTS MFN; \*TEXTBOOKS;  
TECHNICAL EDUCATION; SHOP  
CURRICULUM

ABSTRACT - WRITTEN AND TESTED BY A  
SHOP INSTRUCTOR, THIS COURSE  
OUTLINE FOR BRAKE SERVICE IS  
DIRECTED TO VOCATIONAL HIGH SCHOOL  
STUDENTS IN AUTO MECHANICS.  
FOLLOWING A LISTING OF GENERAL  
SAFETY PROCEDURES, THE COURSE IS  
ORGANIZED INTO 11 UNITS OF  
INSTRUCTION COVERING VARIOUS TYPES  
OF BRAKE SYSTEMS AND THEIR REPAIR.  
ALSO INCLUDED IS A SECTION ON BASIC  
MATHEMATICS INVOLVED IN BRAKE  
SERVICE. ALL OF THE LESSONS IN EACH  
UNIT ARE DESIGNED SO THAT THE  
STUDENT CAN FOLLOW A STEP-BY-STEP  
EXPLANATION OF THE WORK TO BE  
ACCOMPLISHED. A FINAL QUIZ ALLOWS  
FOR EVALUATION OF THE STUDENT'S  
NEWLY ACQUIRED KNOWLEDGE. (KH)

#### VT 100 039

CURRAO, JOSEPH;USARZEWICZ, LOUIS  
MACHINE SHOP OPERATIONS-1: LATHE,  
BENCH WORK, AND DRILL PRESS.

BAYONNE HIGH SCHOOL, N.J.  
VOCATIONAL DIV.;NEW JERSEY STATE  
DEPT. OF EDUCATION, TRENTON. DIV.  
OF VOCATIONAL EDUCATION. |RUTGERS,  
THE STATE UNIV., NEW BRUNSWICK,  
N.J. CURRICULUM LAB..  
MF AVAILABLE IN VT-ERIC SET.  
N.J. VOC-TECH CURRICULUM LAB.,  
RUTGERS UNIVERSITY, BLDG. 4103,  
KILMER CAMPUS, NEW BRUNSWICK, N.J.  
08903 (\$1.50)  
PUB DATE - MAR72 80P.

DESCRIPTORS - \*STUDY GUIDES;  
AUTOINSTRUCTIONAL AIDS;  
\*MACHINISTS; \*MACHINE TOOLS;  
SECONDARY GRADES; \*TRADE AND  
INDUSTRIAL EDUCATION; MACHINE TOOL  
OPERATORS; METAL WORKING

OCCUPATIONS; SKILLED OCCUPATIONS  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS BOOKLET IS WRITTEN  
FOR THE STUDENT WHO HAS THE ABILITY  
TO BECOME A MACHINIST. THE LAYOUT  
OF JOBS INCLUDED IS DESIGNED TO  
GIVE THE STUDENT A GENERAL  
KNOWLEDGE OF HOW JOBS ARE DONE STEP  
BY STEP. CONTENTS OF THE BOOKLET  
ARE DIVIDED INTO TWO PARTS: (1) A  
DESCRIPTION OF THE LATHE, ITS  
PRINCIPAL PARTS AND ATTACHMENTS,  
AND (2) BENCH PROCESSES, INCLUDING  
INFORMATION ON FILING AND ON THE  
DRILL PRESS. THERE ARE NUMEROUS JOB  
SKILLS ASSOCIATED WITH EACH PART.  
EACH JOB SKILL SHEET CONTAINS A  
STATEMENT OF OBJECTIVES, A LIST OF  
TOOLS NEEDED, STEPS TO BE FOLLOWED  
IN MASTERING THE SKILL, A LIST OF  
REFERENCES, AND A PROGRESS QUIZ.  
(AUTHOR/DL)

#### VT 100 040

GREEN, WILLIAM E.  
STATIONARY ENGINEERING: COURSE  
OUTLINES--3 YEAR PROGRAM.

BURLINGTON COUNTY VOCATIONAL-  
TECHNICAL HIGH SCHOOL, MT. HOLLY,  
N.J.; NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION.; RUTGERS, THE  
STATE UNIV., NEW BRUNSWICK, N.J.  
CURRICULUM LAB.  
MF AVAILABLE IN VT-ERIC SET.  
N.J. VOC-TECH CURRICULUM LAB.,  
RUTGERS UNIVERSITY, BUILDING 4103,  
KILMER CAMPUS, NEW BRUNSWICK, N.J.  
08903 (\$1.50)  
PUB DATE - JUL72 59P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
CURRICULUM DESIGN; \*PROGRAM  
DESCRIPTIONS; PROGRAM DESIGN;  
\*ENGINEERING; \*COURSE CONTENT;  
COURSE DESCRIPTIONS; GRADE 10;  
GRADE 11; GRADE 12  
IDENTIFIERS - \*STATIONARY  
ENGINEERING

ABSTRACT - THIS PROGRAM DESCRIPTION  
IS INTENDED FOR USE BY HIGH SCHOOL  
CURRICULUM PERSONNEL AND FACULTY  
MEMBERS CHARGED WITH PROVIDING  
INSTRUCTION IN STATIONARY  
ENGINEERING. OF A 3-YEAR DURATION



AND COMPOSED OF SPECIFIC CONTENT IN MATHEMATICS, AND SCIENCE AND TECHNOLOGY, THIS PROGRAM IS DESIGNED FOR STUDENTS IN GRADES 10, 11, AND 12, WHO ARE INTERESTED IN BECOMING SKILLED BOILER OPERATORS AND REPAIRMEN, AND WHO, IN ADDITION TO COMPLETING NINTH GRADE, POSSESS: (1) GOOD MANUAL DEXTERITY, (2) MECHANICAL APTITUDE, (3) ABILITY TO INTERPRET INSTRUMENT READINGS, AND (4) A PRONOUNCED SENSE OF RESPONSIBILITY. INCLUDED ARE: (1) A JOB DESCRIPTION, (2) STIPULATIONS REGARDING THE NECESSARY TEACHING FACILITY, (3) AN EXPLANATION OF THE RULES AND REGULATIONS REGARDING BOILER OPERATION, (4) A BIBLIOGRAPHY, (5) A LIST OF TOOLS NEEDED, AND (6) COURSE DESCRIPTIONS AND OBJECTIVES FOR EACH OF THE 3-YEAR COMPONENTS. (SN)

## VT 100 041

STEINGRESS, FREDERICK M.; FROST, HAROLD J.

EXPLORATORY COURSE: STATIONARY ENGINEERING, ENVIRONMENTAL CONTROL, AND REFRIGERATION. STUDENT MANUAL.

BERGEN COUNTY VOCATIONAL-TECHNICAL HIGH SCHOOL, HACKENSACK, N.J.; NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.; RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.

MF AVAILABLE IN VT-ERIC SET. N.J. VOC-TECH CURRICULUM LAB., RUTGERS UNIVERSITY, BLDG. 4103, KILMER CAMPUS, NEW BRUNSWICK, N.J. 08903 (\$2.00)

PUB DATE - SEP72 134P.

DESCRIPTORS - \*COURSE CONTENT; \*REFRIGERATION; \*REFRIGERATION MECHANICS; \*STUDY GUIDES; \*TRADE AND INDUSTRIAL EDUCATION; ENVIRONMENTAL EDUCATION; INDUSTRIAL EDUCATION; OCCUPATIONAL INFORMATION; OPERATING ENGINEERING; RESOURCE MATERIALS; SECONDARY GRADES; VOCATIONAL EDUCATION IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS STUDY GUIDE FOR USE IN VOCATIONAL HIGH SCHOOL CLASSES, INTRODUCES THE STUDENT TO THESE

THREE AREAS OF STUDY: (1) STATIONARY ENGINEERING, (2) ENVIRONMENTAL CONTROL, AND (3) REFRIGERATION. CONTENTS OF THE MANUAL ARE DIVIDED INTO ELEVEN UNITS OF STUDY: (1) TRADE INFORMATION, (2) SHOP SAFETY, (3) BASIC TOOLS, (4) BOILERS, (5) BOILER PARTS AND FITTINGS, (6) FEEDWATER ACCESSORIES, (7) COMBUSTION ACCESSORIES, (8) BOILER OPERATION, (9) VENTILATION, (10) REFRIGERATION, (11) FUNDAMENTALS OF ELECTRICITY. EACH UNIT CONTAINS A LESSON OBJECTIVE, SUBJECT MATTER INFORMATION, READING REFERENCES, SHOP AND CLASSROOM PROCEDURES, AND ASSIGNMENTS. (DL)

## VT 100 042

STEINGRESS, FREDERICK M.; FROST, HAROLD J.

EXPLORATORY COURSE: STATIONARY ENGINEERING, ENVIRONMENTAL CONTROL, AND REFRIGERATION. TEACHER'S MANUAL.

BERGEN COUNTY VOCATIONAL-TECHNICAL HIGH SCHOOL, HACKENSACK, N.J.; NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION. | RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB..

MF AVAILABLE IN VT-ERIC SET. N.J. VOC-TECH CURRICULUM LAB., RUTGERS UNIVERSITY, BLDG. 4103, KILMER CAMPUS, NEW BRUNSWICK, N.J. 08903 (\$2.00)

PUB DATE - SEP72 118P.

DESCRIPTORS - \*COURSE CONTENT; \*REFRIGERATION; \*TEACHING GUIDES; \*TEACHING PROCEDURES; \*TRADE AND INDUSTRIAL EDUCATION; OCCUPATIONAL INFORMATION; OPERATING ENGINEERING; REFRIGERATION MECHANICS; SECONDARY GRADES IDENTIFIERS - \*STATIONARY ENGINEERING; CAREER AWARENESS

ABSTRACT - THIS TEACHER'S MANUAL IS DESIGNED FOR A VOCATIONAL HIGH SCHOOL EXPLORATORY COURSE OF 45 DAYS WITH THREE HOURS OF INSTRUCTION PER DAY. THE 80 ASSIGNMENTS OF RELATED AND SHOP WORK INCLUDE THE FOLLOWING: (1)

TRADE INFORMATION, (2) SHOP SAFETY (3) BASIC TOOLS, SUCH AS HAND AND POWER TOOLS, AND TOOL APPLICATION, (4) BOILERS, BOILER PARTS, AND FITTINGS, (5) BACKGROUND ON FFEDWATER ACCESSORIES AND COMBUSTION ACCESSORIES, AND (6) INFORMATION ON BOILER OPERATION, VENTILATION, REFRIGERATION, AND FUNDAMENTALS OF ELECTRICITY. THE MANUAL CONTAINS A CLASSROOM CHART FOR THE TEACHER'S RECORDING OF THE PROGRESS OF EACH STUDENT THROUGH THE MATERIAL. NUMEROUS WORKING DRAWINGS, KEYED TO THE TEXT, ARE INCLUDED. (DL)

#### VT 100 047

PEARSON, RAYMOND E.  
BUILDING MAINTENANCE: COURSE OF STUDY OUTLINE.

SALEM COUNTY TECHNICAL INST., PENNS GROVE, N.J.; NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.; RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.

MF AVAILABLE IN VT-ERIC SET.  
N.J. VOC-TECH CURRICULUM LAB.,  
RUTGERS UNIVERSITY, BUILDING 4103  
KILMER CAMPUS, NEW BRUNSWICK, NJ  
08903 (\$1.00)  
PUB DATE - OCT71 129P.

DESCRIPTORS - \*ADULT VOCATIONAL EDUCATION; \*CLEANING; \*CURRICULUM GUIDES; \*CUSTODIAN TRAINING; \*MAINTENANCE; COURSE CONTENT; INPLANT PROGRAMS; INSTRUCTIONAL PROGRAMS; SERVICE OCCUPATIONS; TEACHING GUIDES; TEACHING PROCEDURES

ABSTRACT - THIS CURRICULUM TEACHING GUIDE IS DESIGNED FOR INPLANT TRAINING AND RETRAINING IN SPECIAL PROGRAMS IN BUILDING MAINTENANCE. THE 684-HOUR COURSE OF STUDY COVERS SUCH TOPICS AS SAFETY, MATERIALS, PROCEDURES, AND SPECIFIC SKILLS USEFUL IN THE VARIOUS JOBS OF MAINTENANCE. EACH OF THE SEVEN UNITS CONTAINS TEACHING OBJECTIVES, A UNIT OUTLINE, PROCEDURES, EVALUATION, SUGGESTED CLASS HOURS, AND REFERENCES. SAMPLE LESSON PLANS, AN EXAMPLE OF A CLASS

HANDOUT, AND A BIBLIOGRAPHY ARE PROVIDED IN THE APPENDIX. (MU/WT)

#### VT 100 052

OHIO PROGRAM REVIEW FOR IMPROVEMENT DEVELOPMENT, AND EXPANSION IN VOCATIONAL EDUCATION.

OHIO STATE DEPT. OF EDUCATION,  
COLUMBUS. DIV. OF VOCATIONAL  
EDUCATION.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 578P.

DESCRIPTORS - EDUCATIONAL QUALITY; SECONDARY GRADES; \*VOCATIONAL EDUCATION; \*TRADE AND INDUSTRIAL EDUCATION; VOCATIONAL DEVELOPMENT; \*PROGRAM EVALUATION; \*REVIEW (REEXAMINATION); \*STATE SURVEYS; STATEWIDE PLANNING; PROGRAM DESCRIPTIONS; PROGRAM DEVELOPMENT; WORKSHEETS; BEHAVIORAL OBJECTIVES; EDUCATIONAL IMPROVEMENT; ADVISORY COMMITTEES  
IDENTIFIERS - \*OHIO; PRIDE; PROGRAM REVIEW IMPROVEMENT DEVELOPMENT EXPANSION

ABSTRACT - THE CHIEF PURPOSE OF THE OHIO PROGRAM REVIEW FOR IMPROVEMENT, DEVELOPMENT, AND EXPANSION IN VOCATIONAL EDUCATION (PRIDE) IS TO IMPROVE THE QUALITY OF VOCATIONAL EDUCATION IN OHIO THROUGH A COMPREHENSIVE SYSTEM REQUIRING SCHOOL, COMMUNITY, AND STATE INVOLVEMENT, AND EDUCATIONAL PLANNING BY VOCATIONAL TEACHERS, SUPERVISORS, ADMINISTRATORS, AND STATE VOCATIONAL EDUCATION PERSONNEL. THESE GUIDELINES FOR EVALUATING A WIDE RANGE OF PROGRAMS IN VOCATIONAL EDUCATION AT THE SECONDARY LEVEL INCLUDE SEPARATE PROGRAM DESCRIPTIONS, OBJECTIVES, AND POINTS TO CONSIDER WHEN REVIEWING THE STUDENTS AND THE PRODUCTS. INTENDED FOR USE BY PRIDE COMMITTEE MEMBERS, WHO ARE COMMUNITY MEMBERS AND EDUCATORS SELECTED FOR THEIR INTEREST IN OR KNOWLEDGE ABOUT THE VOCATIONAL INSTRUCTIONAL PROGRAM, THIS REVIEW PROVIDES SPACE FOR THE COMMITTEE'S RECOMMENDATIONS AND EVALUATIVE COMMENTS. A COPY OF EACH SEPARATE PRIDE REPORT IS TO BE FILED WITH

THE BUILDING PRINCIPAL, THE SERVICE REPRESENTATIVE, AND THE STATE SUPERVISOR OF THE VOCATIONAL TRADE AND INDUSTRIAL EDUCATION SERVICE. (AG)

**VT 100 053**

TRAINING COURSE FOR POWER OPERATING PERSONNEL: LESSON IV, ALTERNATORS, ALTERNATING-CURRENT GENERATORS.

DEPARTMENT OF THE INTERIOR, DENVER, COLO. ENGINEERING AND RESEARCH CENTER.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - OCT72 51P. OCTOBER 1972 REVISION

DESCRIPTORS - \*ELECTRIC MOTORS; \*ELECTRICITY; \*JOB TRAINING; \*STUDY GUIDES; COURSE CONTENT; ELECTROMECHANICAL TECHNOLOGY; GRAPHS; TECHNICAL EDUCATION; TESTS IDENTIFIERS - POWER OPERATING PERSONNEL

ABSTRACT - THIS IS A REVISION OF BOOKLET IV OF THE TWELVE CONTAINED IN THE DOCUMENT AVAILABLE AS VT 013 773 (AIM, VOL. 5 NO. 2). THE LESSON IS PRESENTED IN TEN PARTS TO SHOW: (1) THE PARTS OF A GENERATOR, (2) THE GENERATOR STATOR AND ROTOR, (3) EFFECT OF ROTOR WINDING ON VOLTAGE AND OUTPUT, (4) ARMATURE REACTION AND ARMATURE IMPEDANCE DROP, (5) ELECTRICAL CHARACTERISTICS AND POWER LOSSES IN GENERATORS, AND (6) RECLAMATION'S CONTRIBUTION TO THE NATION'S POWER SUPPLY. TWENTY-FOUR FIGURES AND DRAWINGS ARE ON FOLD-OUT SHEETS AT THE END OF THE LESSON AND POSTTEST QUESTIONS AND ANSWERS ARE INCLUDED. (MU)

**VT 100 054**

A FUNCTIONAL APPROACH TO THE STUDY OF ENGLISH FOR THE AUTO SHOP STUDENT.

LENAPE VOCATIONAL-TECHNICAL SCHOOL, FORD CITY, PA.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - NO 107P.

DESCRIPTORS - \*ENGLISH CURRICULUM; \*AUTO MECHANICS; \*GRAMMAR; WRITING EXERCISES; UNITS OF STUDY (SUBJECT

FIELDS)

ABSTRACT - PARTS OF SPEECH, PUNCTUATION, AND OTHER ELEMENTS OF ENGLISH USAGE ARE ARRANGED IN UNITS, WITH EXERCISES FOR EACH, FOR THE AUTO SHOP STUDENT AT LENAPE VOCATIONAL-TECHNICAL SCHOOL, FORD CITY, PENNSYLVANIA. (MF)

**VT 100 056**

KOZMA, FRANK F.

RELATED THEORY FOR PAINTERS AND DECORATORS.

MIDDLESEX COUNTY VOCATIONAL AND TECHNICAL HIGH SCHOOLS, NEW BRUNSWICK, N.J.; NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. (RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB..

MF AVAILABLE IN VT-ERIC SET.

N.J. VOC-TECH CURRICULUM LAB., RUTGERS UNIVERSITY, BUILDING 4103, KILMER CAMPUS, NEW BRUNSWICK, NJ 08903 (\$2.00)

PUB DATE - MAY72 183P.

DESCRIPTORS - \*BUILDING TRADES; \*PAINTING; \*SUPPLEMENTARY TEXTBOOKS; \*TRADE AND INDUSTRIAL EDUCATION; COLOR; SAFETY

ABSTRACT - WRITTEN FOR CLASSROOM USE OF VOCATIONAL HIGH SCHOOL STUDENTS INTERESTED IN PREPARING FOR WORK AS HOUSE PAINTERS AND DECORATORS, THIS SUPPLEMENTARY TEXTBOOK PROVIDES SUBJECT MATTER FOR 60 LESSONS. THE TEN UNITS COVER: (1) THE IMPORTANCE, USES, AND KINDS OF PAINT, (2) CARE AND USE OF TOOLS AND EQUIPMENT, (3) COLOR, (4) INSTRUCTIONS FOR USING EACH OF FIVE SPECIFIC MATERIALS FOR PAINTING, (5) CAUSES OF PAINT FAILURES, AND (6) SPRAY PAINTING. AN EXTENSIVE GLOSSARY OF TERMS OF THE TRADE AND AN ACHIEVEMENT TEST FOR EACH OF THE TEN UNITS ARE INCLUDED. (MU)

**VT 100 057**

MOUGHAN, JOHN, AND OTHERS

ELECTRICITY: ELECTRICAL APPLIANCE SERVICEMAN (SMALL RESISTIVE TYPE).

ORANGE COUNTY PUBLIC SCHOOLS,  
ORLANDO, FLA.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 163P.

DESCRIPTORS - \*INSTRUCTIONAL  
MATERIALS; \*PROGRAMED MATERIALS;  
\*VOCATIONAL EDUCATION; \*MANUALS;  
LEARNING ACTIVITIES; ENTRY WORKERS;  
TRAINING OBJECTIVES; \*ELECTRICAL  
APPLIANCE SERVICEMEN  
IDENTIFIERS - EMPLOYMENT SKILLS;  
BEGINNING COMPETENCE

ABSTRACT - THIS TRAINING MANUAL FOR  
ELECTRICAL APPLIANCE SERVICEMEN WAS  
DEVELOPED BY PERSONNEL AT A  
VOCATIONAL TECHNICAL CENTER. A  
BRIEF SECTION FOR THE INSTRUCTOR'S  
USE INCLUDES A DESCRIPTION OF THE  
TYPE OF STUDENT GENERALLY ENROLLED  
IN THE TRAINING COURSE,  
PREREQUISITES TO SERVE AS  
GUIDELINES FOR A SCREENING PROCESS,  
A JOB DESCRIPTION FOR ELECTRICAL  
APPLIANCE SERVICEMEN, AND A LIST OF  
JOB OBJECTIVES OR SKILLS TO BE  
MASTERED BY THE STUDENT. THE  
INSTRUCTIONAL MATERIAL FOR THE  
STUDENT IS PRESENTED AS A PROGRAMED  
PACKAGE FOR SELF-STUDY AND CONTAINS  
ORIENTATION INFORMATION, PRE- AND  
POSTTESTS, WORK SHEETS, LISTS OF  
REFERENCES AND REQUIRED READINGS.  
(KH)

VT 100 058  
MCCRURY, WILMA O.  
JOB PLACEMENT.

HARLANDALE INDEPENDENT SCHOOL  
DISTRICT, SAN ANTONIO, TEX. CAREER  
EDUCATION CENTER.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.; TEXAS EDUCATION  
AGENCY, AUSTIN.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 72 43P.

DESCRIPTORS - \*EMPLOYMENT SERVICES;  
\*JOB PLACEMENT; \*OCCUPATIONAL  
GUIDANCE; \*SCHOOL INDUSTRY  
RELATIONSHIP; \*YOUTH EMPLOYMENT;  
COOPERATIVE PROGRAMS; EMPLOYMENT  
INTERVIEWS; JOB APPLICATION;  
STUDENT EMPLOYMENT

ABSTRACT - THE OBJECTIVES AND

OPERATIONAL PROCEDURES OF THE  
HARLANDALE SCHOOL DISTRICT, SAN  
ANTONIO, TEXAS IN CONNECTION WITH  
ITS CAREER EDUCATION PROGRAM ARE  
DESCRIBED IN THIS BOOKLET. THE JOB  
PLACEMENT SERVICE PROVIDES  
INFORMATION, CONTINUING GUIDANCE,  
AND ASSISTANCE TO STUDENTS,  
GRADUATES, AND OUT-OF-SCHOOL YOUTH  
IN FINDING JOBS, MATCHING ABILITIES  
AND NEEDS, MAINTAINING WORKING  
RELATIONSHIPS WITH LOCAL BUSINESS  
AND INDUSTRY IN PROVIDING  
EMPLOYMENT OPPORTUNITIES, AND  
SUPPLYING AN OCCUPATIONAL FOLLOWUP  
PROGRAM FOR EVERY STUDENT LEAVING  
THE SCHOOL. SAMPLE LETTERS TO  
EMPLOYERS ABOUT THE PLACEMENT  
SERVICE, STUDENT ASSISTANCE FORMS,  
AND COUNSELING MATERIALS ARE  
INCLUDED. (MF)

VT 100 063  
VOCATIONAL AUTOMOTIVE MECHANICS  
CURRICULUM GUIDE.

VIRGINIA POLYTECHNIC INST. AND  
STATE UNIV., BLACKSBURG. DEPT. OF  
EDUCATION.; VIRGINIA STATE DEPT. OF  
EDUCATION, RICHMOND. TRADE AND  
INDUSTRIAL EDUCATION SERVICE.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - OCT71 112P. DEVELOPED  
IN SUMMER WORKSHOP (VIRGINIA  
POLYTECHNIC INST. AND STATE UNIV.,  
BLACKSBURG, VA., 1971).

DESCRIPTORS - \*AUTO MECHANICS;  
\*CURRICULUM GUIDES; \*STANDARDS;  
\*TEACHING GUIDES; \*TRADE AND  
INDUSTRIAL EDUCATION; CURRICULUM  
DEVELOPMENT; INSTRUCTIONAL AIDS;  
TIME BLOCKS

ABSTRACT - THIS CURRICULUM GUIDE  
FOR AUTO MECHANICS IS DESIGNED TO  
ESTABLISH STANDARDS FOR INSTRUCTION  
IN THE STATE OF VIRGINIA. DEVELOPED  
BY A GROUP OF AUTO MECHANICS  
INSTRUCTORS, THE GUIDE INCLUDES A  
BLOCK TIME SCHEDULE FOR A 1080-HOUR  
PROGRAM. ALL OF THE 21 BLOCKS OF  
STUDY CONTAIN SEVERAL UNITS OF  
INSTRUCTION ON SPECIFIC AREAS OF  
AUTOMOTIVE REPAIR AND PROVIDE  
SUGGESTIONS FOR THE TYPE OF  
INFORMATION TO BE GIVEN, THE SKILL-  
DEVELOPMENT ACTIVITIES FOR

STUDENTS, AND A CODED LISTING OF AUDIO-VISUAL AIDS. APPENDIXES INCLUDE MATERIALS SUCH AS TEACHING GUIDES, AIDS, FORM LETTERS, JOB SHEETS, AND OTHER FORMS TO BE USED AS EXAMPLES. (KH)

VT 100 068

KOVACS, JOSEPH, JR.  
CASTING PROCESSES: A WORKBOOK FOR DRAFTING AND DESIGN STUDENTS.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.; BURLINGTON COUNTY VOCATIONAL TECHNICAL HIGH SCHOOL, MT. HOLLY, N.J.; RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.  
MF AVAILABLE IN VT-ERIC SET.  
N.J. VOC-TECH CURRICULUM LABORATORY, RUTGERS UNIVERSITY, BUILDING 4103, KILMER CAMPUS, NEW BRUNSWICK, N.J. 08903 (\$2.50)  
PUB DATE - MAR73 138P.

DESCRIPTORS - \*COURSE CONTENT; \*DESIGN; \*DRAFTING; \*SUPPLEMENTARY TEXTBOOKS; \*TRADE AND INDUSTRIAL EDUCATION; BEHAVIORAL OBJECTIVES; SECONDARY GRADES; UNIT PLANS; VOCATIONAL EDUCATION  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - PREPARED BY A VOCATIONAL INSTRUCTOR, AND DESIGNED AND TESTED IN AN AREA VOCATIONAL SCHOOL, THIS STUDY GUIDE IS INTENDED TO FAMILIARIZE THE STUDENT WITH AND GIVE HIM A WORKING KNOWLEDGE OF THE VARIOUS CASTING PROCESSES AS THEY ARE RELATED TO THE DESIGN OF A MACHINE PART. THE GUIDE IS PRESENTED AS SOME 40 UNITS OF RELATED MATERIAL FOR DRAFTING STUDENTS AT THE SECONDARY LEVEL FOR USE IN A 1-YEAR COURSE. EACH UNIT INCLUDES BEHAVIORAL OBJECTIVES, PROCEDURES, RELATED INFORMATION, AND WORKING DRAWINGS TO ILLUSTRATE THE TEXT. THE COURSE CONTENTS ARE ORGANIZED INTO 10 SECTIONS: (1) PATTERNS, (2) SAND MOLDING, (3) DESIGN CONSIDERATIONS, (4) SAND CASTING, (5) SHELL-MOLD CASTING, (6) PERMANENT-MOLD CASTING, (7) PLASTER-MOLD CASTING, (8) INVESTMENT CASTING, (9) DIE

CASTING, AND (10) CENTRIFUGAL CASTING. THE STUDENT SHOULD BE ABLE TO USE THIS WORKBOOK WHEN IT IS COMPLETED AS A REFERENCE BOOK ON COST AND DESIGN FACTORS INVOLVED IN EACH CASTING PROCESS. (DL)

VT 100 070

O'REILLEY, WILLIAM  
ART AND DESIGN--PAINTERS, VOLUME III.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION, TRENTON.; MIDDLESEX COUNTY VOCATIONAL AND TECHNICAL HIGH SCHOOLS, NEW BRUNSWICK, N.J.; RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.  
MF AVAILABLE IN VT-ERIC SET.  
N.J. VOC-TECH CURRICULUM LABORATORY, RUTGERS UNIVERSITY, BUILDING 4103, KILMER CAMPUS, NEW BRUNSWICK, N.J. 08903 (\$1.50)  
PUB DATE - JUL57 119P.

DESCRIPTORS - \*STUDY GUIDES; SECONDARY GRADES; \*TRADE AND INDUSTRIAL EDUCATION; UNIT PLANS; DESIGN; \*PAINTING; EDUCATIONAL OBJECTIVES; COURSE CONTENT; \*VISUAL ARTS; \*COLOR PLANNING  
IDENTIFIERS - BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - THIS STUDENT GUIDE ON ART AND DESIGN IS THE THIRD VOLUME IN A SERIES OF DOCUMENTS RELATING TO VOCATIONAL TRAINING IN PAINTING AND DECORATING. THREE UNITS OF STUDY IN THIS BOOKLET ARE ADVANCED LETTERING, COLOR SCHEMES, AND ARCHITECTURAL BLUEPRINT READING. EACH UNIT CONTAINS AN INFORMATION SHEET, JOB SHEETS, AND AN ACHIEVEMENT TEST. EACH CONTAINS CLEARLY-SPECIFIED OBJECTIVES, CONTENT MATERIAL, TASK PROCEDURES, ASSIGNMENTS, AND REFERENCE MATERIALS. NUMEROUS WORKING SKETCHES ARE PROVIDED THROUGHOUT THE DOCUMENT. (DL)

VT 100 078

HEPPA, VICTOR  
BLUEPRINT READING FOR MASONS.



RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.; NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.; BERGEN COUNTY VOCATIONAL AND TECHNICAL HIGH SCHOOL, HACKENSACK, N.J. MF AVAILABLE IN VT-ERIC SET. N.J. VOC-TECH CURRICULUM LABORATORY, RUTGERS UNIVERSITY, BUILDING 4103, KILMER CAMPUS, NEW BRUNSWICK, NJ 08903 (\$1.75) PUB DATE - OCT63 85P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; \*MASONRY; SECONDARY GRADES; \*STUDY GUIDES; \*INSTRUCTIONAL MATERIALS; COURSE CONTENT, ASSIGNMENTS; \*BLUEPRINTS; BUILDING PLANS  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS STUDENT MANUAL IS DESIGNED TO GIVE INSTRUCTION ON BLUEPRINT READING TO HIGH SCHOOL STUDENTS PREPARING TO BE MASONS. CONTENT MATERIAL IN THIS MANUAL COVERS THE FOLLOWING TOPICAL AREAS: AN EXPLANATION OF THE PURPOSES OF A BLUEPRINT, THE TYPES OF LINES USED ON A BLUEPRINT, AN EXPLANATION OF DIMENSIONS, SYMBOLS, NOTES, AND ABBREVIATIONS USED ON BLUEPRINTS, A DESCRIPTION OF HOW TO PLAN AND DRAW A BLUEPRINT, AN EXPLANATION OF ELEVATION VIEWS, PLAN VIEWS, SECTION VIEWS, AND A PLOT PLAN, AND A DESCRIPTION OF DETAIL, MECHANICAL, STRUCTURAL, AND REVISED DRAWINGS. EACH OF THE TOPICS DISCUSSED IS ACCOMPANIED BY AN ASSIGNMENT. NUMEROUS WORKING SKETCHES ARE FOUND THROUGHOUT THE MANUAL. (DL)

VT 100 079  
PONIATOWSKI, STEPHEN J.; NITTOLI, ANTHONY A.  
PACKAGE LINE MECHANICS COURSE OF STUDY OUTLINES.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.; NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.; THOMAS A. EDISON VOCATIONAL AND TECHNICAL HIGH SCHOOL, ELIZABETH, N.J.

MF AVAILABLE IN VT-ERIC SET. N.J. VOC-TECH CURRICULUM LABORATORY, RUTGERS UNIVERSITY, BUILDING 4103, KILMER CAMPUS, NEW BRUNSWICK, NJ 08903 (\$2.00) PUB DATE - SEP69 145P.

DESCRIPTORS - \*COURSE DESCRIPTIONS; \*EQUIPMENT MAINTENANCE; \*MACHINE TOOL OPERATORS; \*MECHANICAL EQUIPMENT; \*SHOP CURRICULUM; DAY PROGRAMS; EVENING PROGRAMS; LESSON PLANS; UNIT PLAN; VOCATIONAL EDUCATION  
IDENTIFIERS - \*PACKAGE LINE MECHANICS; THOMAS EDISON VOCATIONAL AND TECHNICAL HIGH SCHOOL

ABSTRACT - THE PACKAGE LINE MECHANICS PROGRAM DESCRIBED IN THIS DOCUMENT WAS THE FIRST OF ITS KIND IN THE NATION. COURSE OF STUDY OUTLINES ARE PRESENTED FOR BOTH THE HIGH SCHOOL DAY PROGRAM AND THE ADULT EVENING PROGRAM FOR TRAINING STUDENTS IN THIS RELATIVELY NEW SKILL. THE PACKAGE LINE MECHANIC OPERATES AND REPAIRS SEMIAUTOMATIC AND FULLY AUTOMATIC PACKAGING MACHINERY, USING MANY BASIC TOOLS AND SHOP MACHINES. STUDY UNITS IN BOTH THE HIGH SCHOOL COURSE FOR GRADES 10 THROUGH 12 AND THE 3-YEAR ADULT EVENING COURSE INCLUDE SHOP SAFETY, SHOP PRACTICE, APPLIED MATHEMATICS, BLUEPRINT READING, APPLIED SCIENCE, AND TRADE THEORY. SAMPLE TESTS AND SUGGESTED TEACHING AIDS ARE APPENDED. (MF)

VT 100 081  
BABINEAU, BERNARD, AND OTHERS  
A CURRICULUM GUIDE FOR PLUMBING, HEATING, AND AIR CONDITIONING.

MAINE STATE DEPT. OF EDUCATION, AUGUSTA. BUREAU OF VOCATIONAL EDUCATION; MAINE UNIV., PORTLAND. MF AVAILABLE IN VT-ERIC SET. PUB DATE - JUN72 116P.

DESCRIPTORS - \*CURRICULUM GUIDES; CURRICULUM DEVELOPMENT; \*TRADE AND INDUSTRIAL EDUCATION; \*OCCUPATIONAL INFORMATION; \*VOCATIONAL EDUCATION; ENTRY WORKERS; PLUMBING; HEATING; AIR CONDITIONING; \*BUILDING TRADES

ABSTRACT - THIS SPIRAL-BOUND CURRICULUM GUIDE WAS DEVELOPED THROUGH THE COOPERATIVE EFFORTS OF A MAINE EDUCATIONAL AGENCY AND A GROUP OF TEACHERS OF VOCATIONAL AND TECHNICAL EDUCATION. DESIGNED FOR USE BY VOCATIONAL SCHOOL TEACHERS IN PLANNING PROGRAMS OF INSTRUCTION THAT WILL BENEFIT STUDENTS SEEKING THE ACQUISITION OF EMPLOYMENT SKILLS, THIS GUIDE PROVIDES AN ANALYSIS OF VARIOUS OCCUPATIONS IN THE FIELDS OF HEATING, PLUMBING, AND AIR CONDITIONING AND A SERIES OF INSTRUCTIONAL UNITS NECESSARY FOR EACH OCCUPATION AT JOB ENTRY LEVEL. A MATRIX OF OCCUPATIONS AND TEACHING UNITS PERMITS THE TEACHER A FLEXIBLE UTILIZATION OF THE GUIDE. EACH UNIT CONTAINS A BRIEF DESCRIPTION OF CONTENT, THE EXPECTED STUDENT GOALS, PREREQUISITES FOR THE COURSE, AND A LIST OF EQUIPMENT NEEDED. INCLUDED ARE A GLOSSARY, A LISTING OF RESOURCE MATERIALS, AND GUIDELINES FOR ASSEMBLING TOOL KITS. (KH)

VT 100 089  
OFFSET PRINTING.

STANTON CAREER EDUCATION CENTER,  
JACKSONVILLE, FLA.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 107P.

DESCRIPTORS - \*COURSE CONTENT;  
\*PRINTING; \*STUDY GUIDES; \*TRADE  
AND INDUSTRIAL EDUCATION;  
\*WORKBOOKS; JOB ANALYSIS;  
REPROGRAPHY; TASK ANALYSIS  
IDENTIFIERS - LEARNING ACTIVITY  
PACKAGES; LAPS

ABSTRACT - THIS WORKBOOK IS DESIGNED TO TAKE THE STUDENT THROUGH THE SIX LEARNING ACTIVITY PACKAGES (LAP'S) CONSTITUTING THE COURSE OF STUDY IN OFFSET PRINTING. THE SIX LAP'S ARE: (1) ORIENTATION, (2) CAMERA MAN, (3) STRIPPER, (4) PLATEMAKER, (5) PRESS, AND (6) BINDERY. EACH LAP CONTAINS A PRETEST, OBJECTIVES, PROCEDURES AND PROBLEMS, AND A POSTTEST. VOCABULARY MATERIAL, VOCATIONAL OPPORTUNITIES, AND EVALUATIONS ARE FOUND IN MANY OF THE SECTIONS.

SPACE IS PROVIDED FOR RECORDS FROM RELATED SUBJECTS OF MATH, SCIENCE, OCCUPATIONAL INFORMATION, AND COMMUNICATIONS. (MU)

VT 100 090  
GIRANDOLA, RUDOLPH J., ED.  
PRACTICAL PUBLIC RELATIONS PROGRAMS  
TO PROMOTE VOCATIONAL EDUCATION IN  
YOUR SCHOOL DISTRICT.

NEW JERSEY STATE ADVISORY COUNCIL  
ON VOCATIONAL EDUCATION, TRENTON.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 70 16P.

DESCRIPTORS - \*MASS MEDIA; \*PUBLIC  
RELATIONS; \*PUBLICIZE; INFORMATION  
DISSEMINATION; MODELS; SCHOOL  
DISTRICTS; VOCATIONAL EDUCATION  
IDENTIFIERS - NEW JERSEY

ABSTRACT - TO HELP GAIN PUBLIC ACCEPTANCE AND SUPPORT FOR VOCATIONAL EDUCATION PROGRAMS, THIS PUBLIC INFORMATION MODEL FOR LOCAL SCHOOL DISTRICTS IN NEW JERSEY WAS PREPARED TO PROVIDE THE LOCAL DISTRICT WITH A PRACTICAL PUBLIC INFORMATION PROGRAM. COST FACTORS ASSOCIATED WITH EACH SUGGESTED COMPONENT OF THE MODEL ARE GIVEN SO THAT A SCHOOL DISTRICT MAY SELECT COMPONENTS ACCORDING TO ITS FINANCIAL CAPABILITY. TECHNIQUES DISCUSSED INCLUDE MONTHLY PUBLICATIONS, NEWS RELEASES, PHOTOGRAPHS, RADIO AND TELEVISION PROMOTION, SLIDES, FILMS, VIDEO TAPES, PRINTED MATERIALS, A SPEAKERS' BUREAU, DISPLAYS, AND SCHOOL VISITATION PROGRAMS. (MF)

VT 100 102  
MOYER, JOE; WATSON, FRANK  
NINTH GRADE VOCATIONAL MATHEMATICS  
GUIDE FOR CAREER DEVELOPMENT.

MOBERLY SCHOOL DISTRICT, MO.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.; MISSOURI STATE  
DEPT. OF EDUCATION, JEFFERSON CITY.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 72 38P.

DESCRIPTORS - \*CAREER EDUCATION;

\*CURRICULUM GUIDES; \*GRADE 9;  
 \*INTEGRATED CURRICULUM; \*PRACTICAL  
 MATHEMATICS; EDUCATIONAL  
 OBJECTIVES; INSTRUCTIONAL  
 MATERIALS; LEARNING ACTIVITIES;  
 OCCUPATIONAL CLUSTERS; RESOURCE  
 MATERIALS  
 IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS CURRICULUM GUIDE,  
 DESIGNED TO PROVIDE CAREER  
 DEVELOPMENT ACTIVITIES FOR NINTH  
 GRADE STUDENTS, CONTAINS A LIST OF  
 GENERAL OBJECTIVES FOR CAREER  
 DEVELOPMENT AND A LIST OF SPECIFIC  
 OBJECTIVES FOR EACH OF THE TEN  
 SEPARATE UNITS. EACH UNIT CONTAINS  
 A LIST OF DEVELOPMENTAL OBJECTIVES,  
 A NUMBER OF LEARNING ACTIVITIES,  
 AND MATERIALS AND RESOURCES TO  
 IMPLEMENT EACH ACTIVITY. EACH UNIT  
 RELATES THE LEARNING ACTIVITIES TO  
 SPECIFIC DOMAINS OF THE CURRICULUM,  
 SUCH AS SUBJECT MATTER AREAS,  
 TEXTBOOKS, AND SPECIFIC LESSONS. AT  
 THE END OF EACH UNIT ARE A NUMBER  
 OF SUGGESTIONS TO TEACHERS FOR THE  
 EVALUATION OF STUDENTS. (DL)

#### VT 100 113

TECHNICAL CLUSTER II: GRAPHIC ARTS,  
 VOLUME F: PRODUCTION PRINTING.

LEARNING SYSTEMS, INC., WASHINGTON,  
 D.C.

DEPARTMENT OF JUSTICE, WASHINGTON,  
 D.C. BUREAU OF PRISONS.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 68 131P.

DESCRIPTORS - \*ADULT EDUCATION;  
 \*GRAPHIC ARTS; \*PRINTING;  
 \*PUBLISHING INDUSTRY; \*REPROGRAPHY;  
 ENTRY WORKERS; LESSON PLANS;  
 PHOTOCOMPOSITION; PROJECT TRAINING  
 METHODS; TECHNICAL EDUCATION;  
 VOCATIONAL EDUCATION

ABSTRACT - THIS COURSE OF STUDY IS  
 INTENDED FOR USE IN A CLUSTER  
 CONCEPT PROGRAM AS PART OF AN  
 INTEGRATED CURRICULUM. THE TOTAL  
 PROGRAM AIMS TO PREPARE STUDENTS  
 WITH THE BASIC SKILLS NEEDED TO  
 ENTER A NUMBER OF OCCUPATIONS IN  
 THE GRAPHIC ARTS CLUSTER. THIS 1-  
 MONTH COURSE DEALS WITH PRODUCTION  
 PRINTING. SINCE EMPHASIS IS ON THE

APPLICATION OF KNOWLEDGE AND SKILLS  
 ACQUIRED IN PREVIOUS UNITS, THE  
 PROJECT TRAINING METHOD IS USED.  
 THE 20 UNITS OF THE COURSE PROVIDE  
 LESSON PLANS, REFERENCES, AUDIO-  
 VISUAL MATERIALS, AND SUGGESTED  
 ACTIVITIES. THE APPENDIX CONTAINS A  
 PRESCRIPTION PROFILE FOR EMPLOYMENT  
 IN WHICH THE INDUSTRY, THE  
 OCCUPATIONS WITHIN PRODUCTION  
 PRINTING, AND THE VARIOUS PARTS OF  
 THE PROCESS ARE DESCRIBED IN TERMS  
 OF JOB DESCRIPTION. RELATED  
 DOCUMENTS ARE AVAILABLE AS VT 008  
 349-VT 008 353 AIM FALL, 1969. (MU)

#### VT 100 142

FIRE SERVICE TRAINING.

OHIO STATE DEPT. OF EDUCATION,  
 COLUMBUS. TRADE AND INDUSTRIAL  
 EDUCATION SERVICE.

DOCUMENT NOT AVAILABLE IN VT-ERIC  
 SET.

PUB DATE - 72 612P.

DESCRIPTORS - TRADE AND INDUSTRIAL  
 EDUCATION; VOCATIONAL DEVELOPMENT;  
 RESOURCE MATERIALS; \*MANUALS;  
 COMMUNITY SERVICES; ADULT  
 VOCATIONAL EDUCATION; \*FIRE SCIENCE  
 EDUCATION; RESCUE; \*FIRE  
 PROTECTION; \*FIRE FIGHTERS; \*JOB  
 TRAINING; OFFICER PERSONNEL; VISUAL  
 AIDS; SAFETY EQUIPMENT; EQUIPMENT  
 UTILIZATION

ABSTRACT - THIS REVISED MANUAL IS  
 INTENDED TO PROVIDE AN UP-TO-DATE,  
 COMPREHENSIVE GUIDE TO THE  
 PRACTICES AND TECHNIQUES OF FIRE  
 FIGHTING IN ORDER TO CONDUCT AN  
 EFFICIENT FIRE SERVICE TRAINING  
 PROGRAM. INTENDED FOR ADAPTATION TO  
 LOCAL USE BY FIRE FIGHTING  
 PERSONNEL, FIRE FIGHTERS, AND  
 OFFICERS, THESE INSTRUCTIONAL  
 MATERIALS FOR A PROGRAM IN TRADE  
 AND INDUSTRIAL EDUCATION CONTAIN 27  
 TOPICAL CHAPTERS, FOCUSING ON SUCH  
 AREAS AS FIRE HYDRANTS, FIRE  
 EXTINGUISHERS, FORCIBLE ENTRY,  
 RESCUE, INSPECTIONS, AND RADIATION  
 HAZARDS. OFFICER RESPONSIBILITIES  
 ARE DETAILED, INCLUDING THE  
 NECESSITY FOR ACTION ANALYSIS AND  
 EVALUATION ANALYSIS. A WIDE RANGE  
 OF PHOTOGRAPHS, LINE DRAWINGS, AND

OTHER VISUAL AIDS ILLUSTRATE THE TEXT. NUMEROUS SAMPLE WORKSHEETS AND RESOURCE MATERIALS ARE PROVIDED. (AG)

**VT 100 143**

SHEET METAL: PART FOUR--WORKBOOK.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF INDUSTRIAL EDUCATION.  
DOCUMENT NOT AVAILABLE IN VT-ERIC SET.

CALIFORNIA STATE DEPARTMENT OF EDUCATION, BUSINESS SERVICES ORDER DESK, ROOM 211, 721 CAPITAL MALL, SACRAMENTO, CALIFORNIA 95814  
PUB DATE - 72 141P.

DESCRIPTORS - \*WORKBOOKS; RESOURCE MATERIALS; \*SHEET METAL WORK; \*APPRENTICESHIPS; \*INDUSTRIAL TRAINING; TRADE AND INDUSTRIAL EDUCATION; VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; \*STATE PROGRAMS  
IDENTIFIERS - \*CALIFORNIA

ABSTRACT - THIS REVISED WORKBOOK CONSTITUTES THE FOURTH PART OF THE INSTRUCTIONAL MATERIALS DEVELOPED FOR SHEET METAL WORK IN AN INDUSTRIAL TRAINING COURSE, AS PART OF AN APPRENTICESHIP PROGRAM. DEVELOPED BY AN EDUCATIONAL CONSULTANT, AN INDUSTRIAL ADVISORY COMMITTEE, VOCATIONAL EDUCATION TEACHERS AND SUPERVISORS, AT THE REQUEST OF THE STATEWIDE SHEET METAL JOINT APPRENTICESHIP COMMITTEE, THESE SEVEN INSTRUCTIONAL UNITS FOCUS ON THE FOLLOWING GENERAL AREAS, EACH WITH SUBTOPICS: (1) SHEET METAL BLUEPRINT READING, (2) PATTERN DEVELOPMENT, (3) SHORT METHODS OF PATTERN DEVELOPMENT, (4) MATERIALS, (5) POWDER-ACTUATED TOOLS, (6) HEATING, VENTILATING, AND AIR CONDITIONING, AND (7) BUILDING CODES AND LAWS. FOR EACH SUBTOPIC, READING MATERIALS, WORKSHEETS, AND STUDY ASSIGNMENTS ARE INCLUDED. A RATIONALE AND A FINAL RESOURCE LIST ARE PROVIDED. (AG)

**VT 100 147**

HAND TOOLS FOR METALWORKING TRADES.

TEXAS UNIV., AUSTIN. DIV. OF EXTENSION.  
DOCUMENT NOT AVAILABLE FROM EDRS. INSTRUCTIONAL MATERIALS SERVICES, DIVISION OF EXTENSION, THE UNIVERSITY OF TEXAS, AUSTIN, TEXAS 78712 (\$7.00)  
PUB DATE - MAR72 130P. 3RD EDITION

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; \*HAND TOOLS; \*METAL WORKING OCCUPATIONS; \*INSTRUCTIONAL MATERIALS; MANUALS  
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THIS MANUAL IS WRITTEN AS A REFERENCE BOOKLET FOR BOTH THE INSTRUCTOR AND THE STUDENT INVOLVED IN BASIC METALWORKING OPERATIONS. DESIGNED TO PROVIDE BACKGROUND INFORMATION AND SKILL IN THE USE OF BASIC TOOLS, THE MANUAL DESCRIBES THE PROPER MANNER OF DESIGNATING TYPES, SIZES, AND MAKES OF TOOLS, EXPLAINS HOW TO CARE FOR TOOLS, HOW THEY SHOULD BE STORED, AND THE SAFETY CONSIDERATIONS INVOLVED IN THEIR USE. THE MANUAL ALSO DESCRIBES AND ILLUSTRATES THE STANDARDS OF DESIGN AND CONSTRUCTION FOR VARIOUS HAND TOOLS AND SPECIFIES WHAT LIMITATIONS SHOULD BE IMPOSED DURING THEIR USE. THE HAND TOOLS DISCUSSED INCLUDE HACKSAWS, FILES, HAMMERS, CHISELS AND PUNCHES, VISES AND CLAMPS, MEASURING AND LAYOUT TOOLS, WRENCHES, SCREWDRIVERS, DRILLS, THREADING TOOLS, REAMERS, SOLDERING TOOLS, AND GAUGES. (AUTHOR/DL)

**VT 100 202**

GROHE, WILLIAM  
PRECISION INSPECTION MANUAL-2.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB. NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON, DIV. OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - OCT63 150P.

DESCRIPTORS - \*INSTRUMENTATION; \*MANUALS; \*MEASUREMENT INSTRUMENTS; \*STUDY GUIDES; EQUIPMENT

## UTILIZATION; INSPECTION

ABSTRACT - LESSONS IN THE PRINCIPLES, USE, METHODS OF TESTING, AND CARE OF VERNIER MEASURING INSTRUMENTS AND OF PRECISION GAGE BLOCKS ARE PRESENTED, TOGETHER WITH FILL-IN STATEMENTS, TRUE OR FALSE LISTS, AND ASSIGNMENTS. ACHIEVEMENT TESTS ARE PROVIDED AT THE END OF EACH SECTION. A GLOSSARY AND REFERENCES ARE APPENDED. (MF)

## VT 100 203

AIRFRAME AND POWERPLANT MECHANICS CERTIFICATION GUIDE.

FEDERAL AVIATION ADMINISTRATION (DOT), WASHINGTON, D.C. FLIGHT STANDARDS SERVICE.

MF AVAILABLE IN VT-ERIC SET.

AC-65-28

SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (S/N 5007-0172; \$.65)

PUB DATE - 71 65P. REVISED EDITION

DESCRIPTORS - \*AVIATION MECHANICS; \*CERTIFICATION; \*STANDARDS; \*STUDY GUIDES; \*TESTS

ABSTRACT - THIS GUIDE WAS PREPARED TO PROVIDE INFORMATION TO PROSPECTIVE AIRFRAME AND POWERPLANT MECHANICS AND OTHER PERSONS INTERESTED IN THE CERTIFICATION OF MECHANICS. IT CONTAINS INFORMATION ABOUT THE CERTIFICATE REQUIREMENTS, APPLICATION PROCEDURES, AND THE MECHANIC WRITTEN, ORAL, AND PRACTICAL TESTS. SAMPLE WRITTEN TEST QUESTIONS AND RECOMMENDED STUDY MATERIALS ARE INCLUDED, ALONG WITH PORTIONS OF THE FEDERAL AVIATION REGULATIONS, THE FEDERAL AVIATION ADMINISTRATION REGIONAL OFFICES, AND FLIGHT STANDARDS DISTRICT OFFICES. (AUTHOR/MF)

## VT 100 205

ENGINE LATHE OPERATOR INSTRUCTOR'S GUIDE. PART OF SINGLE-TOOL SKILLS PROGRAM MACHINE INDUSTRIES OCCUPATIONS.

NEW YORK STATE EDUCATION DEPT., ALBANY.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 72 129P.

DESCRIPTORS - \*METAL WORKING OCCUPATIONS; \*SHOP CURRICULUM; \*TEACHING GUIDES; \*TRADE AND INDUSTRIAL EDUCATION; ADULT EDUCATION; ENTRY WORKERS; MACHINE TOOL OPERATORS; MACHINERY INDUSTRY; MACHINISTS; SECONDARY GRADES; SHEET METAL WORKERS; TOOL AND DIE MAKERS

ABSTRACT - THIS INSTRUCTIONAL GUIDE FOR A COURSE OF STUDY IN METALWORKING IN ADULT EDUCATION PROGRAMS, DESIGNED TO PREPARE STUDENTS FOR ENTRY-LEVEL JOBS, CAN ALSO BE USED IN MANPOWER PROGRAMS OR IN SECONDARY SCHOOLS. THE COURSE CONTENT INCLUDES 16 PROJECTS SUCH AS THE MULTI-DIAMETER SHAFT, DIE WRENCH, AND SELF-CENTERING VICE, THE TOTAL COMPRISING 48 JOB ASSIGNMENTS. EACH JOB SHEET FOR SHOP PROJECTS CONSISTS OF OBJECTIVES, EQUIPMENT, REFERENCES, PROCEDURES, TECHNIQUES, AND RELATED INFORMATION ALONG WITH A SUGGESTED TIME ALLOWANCE. WORKING DRAWINGS ARE KEYED TO SPECIFIC PROJECTS. FOLLOWING THE INTRODUCTION IS A LISTING OF ABBREVIATIONS USED IN THE TEXT AND DRAWINGS. (WT)

## VT 100 208

THE NATIONAL APPRENTICESHIP PROGRAM.

MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C. BUREAU OF APPRENTICESHIP AND TRAINING. MF AVAILABLE IN VT-ERIC SET. PUB DATE - 72 33P. 1972 REVISION.

DESCRIPTORS - \*APPRENTICESHIPS; \*INPLANT PROGRAMS; \*JOB TRAINING; \*MANPOWER DEVELOPMENT; INDUSTRIAL TRAINING; OCCUPATIONS IDENTIFIERS - \*NATIONAL APPRENTICESHIP PROGRAM

ABSTRACT - THIS BOOKLET PRESENTS AN OVERVIEW OF THE NATIONAL APPRENTICESHIP PROGRAM WITH SPECIAL EMPHASIS ON ITS PROVISIONS AND THEIR APPLICATION IN MODERN



INDUSTRY. SPECIFIC CONTENTS OF THE DOCUMENT INCLUDE AN EXPLANATION OF: (1) WHAT APPRENTICESHIP IS, (2) WHY APPRENTICESHIP IS IMPORTANT, (3) WHAT APPRENTICESHIP CAN DO, (4) HOW THE NATIONAL PROGRAM OPERATES, (5) BASIC STANDARDS OF AN APPRENTICESHIP PROGRAM, (6) LAWS AND REGULATIONS AFFECTING APPRENTICESHIP, (7) VETERANS' TRAINING ALLOWANCES, (8) WHERE APPRENTICESHIPS ARE EMPLOYED, (9) WHERE TO APPLY FOR ADMISSION INTO AN APPRENTICESHIP PROGRAM, AND (10) APPRENTICEABLE OCCUPATIONS. INCLUDED ALSO IS A LIST OF THE OCCUPATIONS WHICH MEET CRITERIA FOR APPRENTICEABLE OCCUPATIONS. (SN)

## VT 100 213

CAREERS IN ELECTRONICS AND ALLIED OCCUPATIONS (QUIN-1). COURSE OUTLINE.

D'DE COUNTY PUBLIC SCHOOLS, MIAMI, FLA.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 44P.

DESCRIPTORS - \*COURSE CONTENT;  
\*DEVELOPMENTAL PROGRAMS;  
\*ELECTRONICS; \*VOCATIONAL DEVELOPMENT; \*VOCATIONAL EDUCATION; CAREERS; CURRICULUM GUIDES; OCCUPATIONAL INFORMATION; SECONDARY GRADES

ABSTRACT - THIS TWO-PART BOOKLET WAS DESIGNED TO PROVIDE STUDENTS ENROLLED IN THE COURSE, "CAREERS IN ELECTRONICS AND ALLIED OCCUPATIONS", WITH AN OVERVIEW OF THE COURSE CONTENT AS WELL AS TO PROVIDE THEM WITH A BIBLIOGRAPHIC SOURCE WHICH WOULD ENABLE THEM TO EXPLORE THE FIELD IN GREATER DEPTH. DESIGNED FOR IMPLEMENTATION ON A QUINMESTER SYSTEM, CREDIT FOR THE COURSE REQUIRES THE SUCCESSFUL COMPLETION OF TWO QUINMESTERS ON 30 HOURS OF INSTRUCTION. INSTRUCTION IS FACILITATED PRIMARILY THROUGH THE USE OF MODULES AND THE STUDENT IS ASSIGNED MANIPULATIVE JOB ASSIGNMENTS WITHIN A LABORATORY EQUIPPED TO SIMULATE THE REAL ATMOSPHERE FOUND IN THE ELECTRONICS COURSE COMPLETE WITH

STATEMENTS OF GOALS AND OBJECTIVES, TOPICS TO BE EXPLORED, A BIBLIOGRAPHY OF RESOURCE MATERIALS, AND POST TESTS TO BE USED IN ASSESSING STUDENT ACHIEVEMENT. (AUTHOR/SN)

## VT 100 214

LAJOIE, GARNER  
VOCATIONAL BUILDING CONSTRUCTION I.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 28P.  
DEVELOPED FOR AN UNIDENTIFIED HIGH SCHOOL IN MAINE.

DESCRIPTORS - \*BUILDING TRADES;  
\*CARPENTERS; \*SHOP CURRICULUM;  
\*TRADE AND INDUSTRIAL EDUCATION;  
\*WOODWORKING; CONSTRUCTION (PROCESS); ROOFING; SKILLED OCCUPATIONS; VOCATIONAL EDUCATION

ABSTRACT - THIS TEACHING GUIDE WAS DEVELOPED FOR AN UNIDENTIFIED HIGH SCHOOL IN MAINE TO BE USED IN GRADES 11 AND 12 FOR A COURSE IN VOCATIONAL BUILDING CONSTRUCTION. UNITS ARE PROVIDED FOR: (1) GENERAL INFORMATION FOR SHOP INSTRUCTION, (2) HAND TOOLS, (3) POWER TOOLS, (4) STAGING AND SCAFFOLDS, (5) FRAMING, (6) EXTERIOR TRIM, (7) ROOFING, (8) SIDING, AND (9) INTERIOR FINISH. A 3-COLUMN FORMAT OUTLINES THE TASK, PROCEDURES, AND CONCEPTUAL UNDERSTANDINGS. (MU)

## VT 100 215

SHERLINE, RENEE C.  
HANDBOOK FOR COOPERATIVE EDUCATION COORDINATORS. PART 1, HANDBOOK, AND PART 2, EXHIBITS.

NEW YORK CITY BOARD OF EDUCATION, BROOKLYN, N.Y. BUREAU OF COOPERATIVE EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 69 95P.

DESCRIPTORS - \*COOPERATIVE EDUCATION; \*COORDINATORS;  
\*EDUCATIONAL POLICY; \*VOCATIONAL EDUCATION; \*WORK STUDY PROGRAMS; ADMINISTRATION; EDUCATIONAL PROGRAMS; MANUALS; PART TIME JOBS IDENTIFIERS - \*NEW YORK CITY SCHOOL SYSTEM

ABSTRACT - THIS MANUAL DESCRIBES THE REGULATIONS GOVERNING THE PRACTICES AND PROCEDURES OF COOPERATIVE EDUCATION IN THE NEW YORK CITY SCHOOL SYSTEM FOR THE BENEFIT OF THE COORDINATOR OF COOPERATIVE EDUCATION IN ANY ONE OF THE SCHOOLS IN THE SYSTEM. PRESENT PROCEDURES AND THOSE CONCERNING PLACEMENT OF STUDENTS ARE DESCRIBED. VARIOUS PART-TIME PROGRAMS OFFERED ARE DEFINED BY THE POLICIES GOVERNING THEM: ALTERNATING WORK AND CLASSES ON A 1-WEEK, 2-WEEK, 3-WEEK, 4-WEEK, AND DAILY BASIS. THE SCHOOLS PARTICIPATING IN THE COOPERATIVE PROGRAM ARE LISTED. THE FOLLOWING PROGRAMS ARE DISCUSSED IN DETAIL: (1) MUNICIPAL CIVIL SERVICE PROGRAM, (2) HEALTH CAREERS, (3) A 5-YEAR PROJECTION FOR OCCUPATIONAL EDUCATION UNDER THE BUREAU OF COOPERATIVE EDUCATION OUTLINES PROGRAM EXPECTATIONS IN TWELVE MAJOR OCCUPATIONAL AREAS. THEY ARE: (1) BUILDING TRADES, (2) COSMETOLOGY, (3) DRAFTING, (4) ELECTRICAL TRADES, (5) ELECTRONICS, (6) FASHION TRADES, (7) FOODS TRADES, (8) HEALTH, (9) HOSPITAL, (10) MACHINE SHOP, (11) PRINTING, AND (12) WOODWORKING. THE 33 EXHIBITS PROVIDE SAMPLE FORMS OF APPLICATIONS, TESTS, CERTIFICATIONS, AGREEMENTS, AND OTHER REPORTING DEVICES. (MU)

#### VT 100 218

FERRIERA, C.R.  
AIR CONDITIONING SYSTEM SERVICING  
WORKBOOK: SHEET METAL SUPPLEMENT.

CALIFORNIA STATE DEPT. OF  
EDUCATION, SACRAMENTO. BUREAU OF  
INDUSTRIAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
CALIFORNIA STATE DEPARTMENT OF  
EDUCATION, BUSINESS SERVICE  
SECTION, TEXTBOOK AND PUBLICATION  
SALES, 721 CAPITOL MALL,  
SACRAMENTO, CA. 95814 (\$1.50)  
PUB DATE - 72 57P.

DESCRIPTORS - \*AIR CONDITIONING  
EQUIPMENT; \*SHEET METAL WORKERS;  
\*STUDY GUIDES; \*TRADE AND

INDUSTRIAL EDUCATION; \*WORKBOOKS;  
AIR CONDITIONING; APPRENTICES;  
APPRENTICESHIPS; METAL WORKING  
OCCUPATIONS

ABSTRACT - THIS WORKBOOK WAS  
DESIGNED FOR TRAINING APPRENTICES  
AND UPGRADING JOURNEYMEN IN THE  
SHEET METAL INDUSTRY. FOUR UNITS  
WITH VARYING NUMBERS OF TOPICS IN  
EACH, COVER MATERIAL IN THE  
FOLLOWING AREAS: (1) COOLING AND  
DEHUMIDIFYING, (2) MECHANICAL  
REFRIGERATION FOR AIR CONDITIONING,  
(3) REFRIGERATION SERVICE, AND (4)  
POWER CIRCUITS FOR RECIPROCATING  
COMPRESSORS. EACH TOPIC PRESENTS  
SUPPLEMENTARY READING MATERIALS AND  
A STUDY GUIDE IN THE FORM OF A  
QUESTION PAGE TO BE FILLED IN BY  
THE STUDENT. (MU)

#### VT 100 220

MENCONI, JOSEPH W.  
AUTO MECHANICS WORKBOOK: PART 2.

CALIFORNIA STATE DEPT. OF  
EDUCATION, SACRAMENTO. BUREAU OF  
INDUSTRIAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
CALIFORNIA STATE DEPARTMENT OF  
EDUCATION, BUSINESS SERVICE  
SECTION, TEXTBOOK AND PUBLICATION  
SALES, 721 CAPITOL MALL,  
SACRAMENTO, CA. 95814 (\$2.50)  
PUB DATE - 73 103P. SECOND  
EDITION.

DESCRIPTORS - \*ADULT VOCATIONAL  
EDUCATION; \*AUTO MECHANICS; \*JOB  
TRAINING; \*SHOP CURRICULUM; \*STUDY  
GUIDES; AUTO MECHANICS  
(OCCUPATION); AUTO VEHICLES;  
MAINTENANCE; SUPPLEMENTARY  
TEXTBOOKS; TRADE AND INDUSTRIAL  
EDUCATION

ABSTRACT - THIS WORKBOOK IS  
DESIGNED FOR USE IN TRAINING  
PROGRAMS OFFERED BY VARIOUS TRADE  
GROUPS IN THE STATE. THE 7-PART  
TEXT COMPRISES THE FOLLOWING AREAS  
OF INFORMATION IN AUTO MECHANICS:  
(1) CLUTCHES, (2) STANDARD  
TRANSMISSIONS, (3) OVERDRIVES, (4)  
AUTOMATIC TRANSMISSIONS, (5) FINAL  
DRIVES, (6) AIR CONDITIONING, AND  
(7) WELDING. THE SEVEN SECTIONS

CONSIST OF 23 UNIT TOPICS, EACH FOLLOWED BY AN INDIVIDUAL STUDY GUIDE. A USEFUL FEATURE OF THE WORKBOOK IS A RIGHT-HAND COLUMN IN THE TABLE-OF-CONTENTS PAGE FOR THE INSTRUCTOR'S INITIALING OF WORK COMPLETED, WHICH AVOIDS DUPLICATION OF WORK FOR THE TRANSFERRING STUDENT. SUGGESTED READINGS ON EACH TOPIC AND A BIBLIOGRAPHY FOR INSTRUCTIONAL MATERIALS ARE APPENDED. THE TEXTUAL CONTENT OF THE WORKBOOK IS ILLUSTRATED WITH NUMEROUS WORKING DIAGRAM. PART I OF THE COURSE OF STUDY IS AVAILABLE AS VT 020 816. (WT)

## VT 100 221

LOWDEN, WILLIAM, COMP.  
DRYWALL TAPING WORKBOOK.

CALIFORNIA STATE EDUCATIONAL ADVISORY COMMITTEE FOR THE PAINTING AND DECORATING TRADES.  
CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF INDUSTRIAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.  
CALIFORNIA STATE DEPARTMENT OF EDUCATION, BUSINESS SERVICE SECTION, TEXTBOOK AND PUBLICATION SALES, 721 CAPITOL MALL,  
SACRAMENTO, CA 95814 (\$2.00)  
PUB DATE - 72 141P.

DESCRIPTORS - \*BUILDING TRADES;  
\*CONSTRUCTION INDUSTRY;  
\*CONSTRUCTION (PROCESS); \*TRADE AND INDUSTRIAL EDUCATION; \*WORKBOOKS;  
STUDY GUIDES

IDENTIFIERS - \*DRYWALL TAPERS

ABSTRACT - THIS WORKBOOK IS DESIGNED FOR THE CLASSROOM INSTRUCTION THAT SUPPLEMENTS THE ON-THE-JOB TRAINING FOR APPRENTICES IN THE CONSTRUCTION INDUSTRY WHO ARE LEARNING TO TAPE DRYWALLS. IT CONTAINS SEVEN UNITS OF MATERIAL WITH A VARYING NUMBER OF TOPICS IN EACH UNIT. EACH TOPIC PRESENTS THE INSIGHTS SOUGHT, SUPPLEMENTARY READINGS, ASSIGNMENTS, DISCUSSION TOPICS, AND A STUDY GUIDE IN THE FORM OF A QUESTION PAGE FOR THE STUDENT TO FILL IN. THE FOLLOWING UNITS MAKE UP THE COURSE CONTENT: (1) THE APPRENTICE TAPER AND HIS

TRADE, (2) SAFETY, (3) TOOLS AND EQUIPMENT OF THE TAPING TRADE, (4) MATERIALS OF THE TRADE, (5) TAPING APPLICATION, (6) TEXTURING AND FINAL FINISHING, AND (7) BLUEPRINT READING, SPECIFICATIONS, AND ESTIMATING. WORKING DRAWINGS AND PHOTOGRAPHS OF TOOLS AND EQUIPMENT ILLUSTRATE THE TEXT. (MU)

## VT 100 225

OCCUPATIONAL RELATIONS COURSE OUTLINE. FIRST YEAR. WORCESTER PUBLIC SCHOOLS WORK-STUDY PROGRAM.

WORCESTER PUBLIC SCHOOLS, MASS.  
GUIDANCE DEPT.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 72 ND 43P.

DESCRIPTORS - \*COURSE CONTENT;  
\*CURRICULUM GUIDES; \*VOCATIONAL EDUCATION; \*WORK EXPERIENCE PROGRAMS; \*WORK STUDY PROGRAMS; COOPERATIVE PROGRAMS; COURSE DESCRIPTIONS; JOB TRAINING; SECONDARY GRADES; VOCATIONAL DEVELOPMENT  
IDENTIFIERS - \*OCCUPATIONAL RELATIONS; MASSACHUSETTS; NERCOF PROJECT

ABSTRACT - THIS HANDBOOK WAS DEVELOPED FOR STUDENTS ENROLLED IN THE FIRST YEAR OCCUPATIONAL RELATIONS COURSE IN THE WORCESTER PUBLIC SCHOOL SYSTEM. PROVIDED ARE: (1) AN OVERVIEW OF THE COURSE COMPLETE WITH A STATEMENT OF RATIONALE, (2) A LIST OF TASKS FOR WHICH THE STUDENTS ARE HELD ACCOUNTABLE, AND (3) AN OUTLINE OF THE COURSE CONTENT AND STUDENT ASSIGNMENTS FOR THE EIGHT TOPICS TO BE COVERED. INCLUDED AMONG THE TOPICS TO BE EXPLORED ARE: (1) YOUR HEALTH AND SAFETY, (2) THE STUDY OF YOUR JOB, (3) SECURING ADVANCEMENT IN THE WORLD OF WORK, (4) THE IMPORTANCE OF WORK SKILLS, (5) WORCESTER FACTORY JOBS, (6) YOU AND YOUR CAR, (7) YOUR USE OF LEISURE TIME, AND (8) SPENDING AND SAVING YOUR MONEY. (SN)

## VT 100 228

DIRECTORY OF NATIONAL UNIONS AND EMPLOYEE ASSOCIATIONS, 1971,

INCLUDING STATE LABOR ORGANIZATIONS, DEVELOPMENTS SINCE 1969, STRUCTURE AND MEMBERSHIP. SUPPLEMENT 1 AND SUPPLEMENT 2.

BUREAU OF LABOR STATISTICS (DOL), WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
BULL-1750  
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (L2.3:1750, \$2.00)  
PUB DATE - 72 162P. CALL NUMBER: REFERENCE DIRECTORY HD 6504 U5 1971.

DESCRIPTORS - \*COLLECTIVE BARGAINING; \*DIRECTORIES; \*LABOR UNIONS; \*NATIONAL ORGANIZATIONS; GOVERNMENT EMPLOYEES; PROFESSIONAL ASSOCIATIONS

ABSTRACT - PART I OF THIS DIRECTORY LISTS NATIONAL UNIONS AND PROFESSIONAL AND STATE EMPLOYEE ASSOCIATIONS AS DEFINED BY THE BUREAU OF LABOR STATISTICS, THE NAMES OF THE MAJOR OFFICERS AS WELL AS THE NUMBER OF MEMBERS, AND LOCALS OR AFFILIATES OF EACH ORGANIZATION. PART II INCLUDES A BRIEF SUMMARY OF SIGNIFICANT DEVELOPMENTS IN THE LABOR FIELD SINCE THE PREVIOUS DIRECTORY, A REVIEW OF THE STRUCTURE OF THE LABOR MOVEMENT, AND THE FINDINGS OF A SURVEY OF UNION AND ASSOCIATION MEMBERSHIP. TABLES, CHARTS, AND APPENDIXES PRESENT ADDITIONAL DETAILED DATA. THE BASIC REQUIREMENT FOR INCLUSION IN THE DIRECTORY WAS AFFILIATION WITH THE AFL-CIO OR, FOR UNAFFILIATED UNIONS, THE EXISTENCE OF COLLECTIVE BARGAINING AGREEMENTS WITH DIFFERENT EMPLOYERS IN MORE THAN ONE STATE (EXCEPT FOR NATIONAL UNIONS OF GOVERNMENT EMPLOYEES AND THOSE IN THE FEDERAL SERVICE MEETING THE REQUIREMENTS FOR EXCLUSIVE RECOGNITION). (MF)

VT 100 240  
SPRAGUE, EVERETT T.  
WALLCOVERING WORKBOOK SUPPLEMENT.

CALIFORNIA STATE DEPT. OF

EDUCATION, SACRAMENTO. BUREAU OF INDUSTRIAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
CALIFORNIA STATE DEPARTMENT OF EDUCATION, BUSINESS SERVICE SECTION, TEXTBOOK AND PUBLICATION SALES, 721 CAPITOL MALL, SACRAMENTO, CA 95814 (\$2.50)  
PUB DATE - 72 95P.

DESCRIPTORS - \*APPRENTICESHIPS; \*FINISHING; \*STUDY GUIDES; \*SUPPLEMENTARY TEXTBOOKS; \*TRADE AND INDUSTRIAL EDUCATION; ADULT VOCATIONAL EDUCATION; INDUSTRIAL TRAINING; JOB TRAINING

ABSTRACT - THIS WORKBOOK INCLUDES THE INSTRUCTIONAL MATERIALS FOR THE APPRENTICE DECORATOR WHO IS LEARNING TO APPLY WALL COVERINGS. THE COURSE CONSISTS OF A SERIES OF INDIVIDUAL LESSONS WITH A STUDY GUIDE AT THE END OF EACH TOPIC FOR THE STUDENT TO CHECK HIS PROGRESS AS HE PROCEEDS THROUGH THE COURSE. ON THE TABLE OF CONTENTS PAGE, A RIGHT-HAND COLUMN PROVIDES A PLACE FOR THE INSTRUCTOR TO INITIAL A COMPLETED UNIT AND TO ASSIGN A NEW ONE BY DATING IT. THE CONTENTS INCLUDE MATERIAL IN THE FOLLOWING SUBJECT AREAS: (1) THE APPRENTICE APPLICATOR AND HIS TRADE, (2) SURFACE PREPARATION, (3) TOOLS, EQUIPMENT, AND ADHESIVES, (4) WALLCOVERING MATERIALS, AND (5) WALLCOVERING APPLICATION. A GLOSSARY IS INCLUDED. (MU)

VT 100 241  
ERICKSON, W.A.  
MACHINE SHOP. PART 4, WORKBOOK.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF INDUSTRIAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
CALIFORNIA STATE DEPARTMENT OF EDUCATION, BUSINESS SERVICE SECTION, TEXTBOOK AND PUBLICATION SALES, 721 CAPITOL MALL, SACRAMENTO, CA 95814 (\$2.50)  
PUB DATE - 69 144P.

DESCRIPTORS - \*APPRENTICESHIPS; \*MACHINE TOOLS; \*MACHINISTS; \*METAL WORKING OCCUPATIONS; \*TRADE AND

INDUSTRIAL EDUCATION; INDUSTRIAL EDUCATION; JOB TRAINING; MACHINE TOOL OPERATORS; MECHANICS (PROCESS)

ABSTRACT - THIS WORKBOOK PROVIDES APPRENTICES WITH TEXTUAL INFORMATION, STUDY GUIDES, ASSIGNMENTS, AND TESTS FOR 48 LESSONS ORGANIZED INTO FIVE UNITS OF INSTRUCTION. THEY ARE: (1) GRINDING PRINCIPLES AND PRACTICE, (2) DIMENSIONAL METROLOGY, (3) BORING MACHINES, (4) HEAT TREATING AND MACHINABILITY, AND (5) SPECIAL PROCESSES AND METHODS. LISTS OF INSTRUCTIONAL MATERIALS INCLUDING MATERIALS REQUIRED FOR AN APPRENTICE AS WELL AS A LIST OF SUPPLEMENTARY BOOKS AND FILMS ARE INCLUDED. (MU)

VT 100 246  
MEYER, LEO A.  
PLASTERING, PART I: WORKBOOK.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF INDUSTRIAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
CALIFORNIA STATE DEPARTMENT OF EDUCATION, FISCAL OFFICE - ORDER SECTION, 721 CAPITOL MALL, SACRAMENTO, CALIFORNIA 95814 (\$2.00)  
PUB DATE - 72 78P.

DESCRIPTORS - \*APPRENTICESHIPS; \*BUILDING TRADES; \*MASONRY; \*STUDY GUIDES; \*WORKBOOKS; BLUEPRINTS; BUILDING MATERIALS; HAND TOOLS; UNIT PLAN  
IDENTIFIERS - \*PLASTERING; CALIFORNIA

ABSTRACT - THIS WORKBOOK ON PLASTERING WAS WRITTEN TO PROVIDE TRAINING MATERIALS IN THE CALIFORNIA APPRENTICESHIP PROGRAMS. UNIT FOR CLASSROOM ASSIGNMENT AND EXERCISES TO BE COMPLETED INCLUDE SCOPE OF THE TRADE AND SAFE WORKING PRACTICES, PLASTERING TOOLS, PLASTERING MATERIALS, LATH, CONCRETE AND MASONRY BASES, BLUEPRINT READING, AND MATHEMATICS FOR ESTIMATING AREA AND MATERIALS. (MF)

VT 100 251  
MEYER, LEO A.  
AIR BALANCING SHEET METAL SUPPLEMENT WORKBOOK.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF INDUSTRIAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 72 39P.

DESCRIPTORS - \*AIR CONDITIONING EQUIPMENT; \*AIR FLOW; \*MEASUREMENT INSTRUMENTS; SHEET METAL WORK; \*WORKBOOKS; APPRENTICESHIPS; CALCULATION; PRESSURE; STUDY GUIDES; UNIT PLAN

ABSTRACT - THIS SUPPLEMENT PRESENTS TRAINING MATERIALS DESIGNED TO PROVIDE ADDITIONAL INSTRUCTION FOR ADVANCED SHEET METAL APPRENTICES AND INTERESTED JOURNEYMEN. THE PROCESS OF AIR BALANCING IN AN AIR CONDITIONING SYSTEM MEASURES THE PERFORMANCE OF THE SYSTEM AND MAKES ANY NEEDED ADJUSTMENTS. THE WORKBOOK INCLUDES UNITS ON THE FUNDAMENTALS OF AIR BALANCING, AIR-BALANCING INSTRUMENTS AND MEASUREMENTS, AND BALANCING AND TESTING THE SYSTEM. EACH UNIT CONTAINS SEVERAL TOPICS WITH STUDY GUIDES. (MF)

VT 100 253  
JACKSON, HARRY  
PROGRAM FOR HIGHWAY TECHNICIANS. TEACHER'S GUIDE, UNIT VIII: HIGHWAY STRUCTURES.

NEW YORK STATE DEPT. OF TRANSPORTATION, ALBANY; NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF CONTINUING EDUCATION CURRICULUM DEVELOPMENT.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 73 169P.

DESCRIPTORS - \*CIVIL ENGINEERING; \*HIGHWAY ENGINEERING AIDES; \*LESSON PLANS; \*ROAD CONSTRUCTION; \*TEACHING GUIDES; CONSTRUCTION (PROCESS); COURSE CONTENT; TEACHING TECHNIQUES

ABSTRACT - THIS IS THE EIGHTH IN A SERIES OF NINE COURSES WHICH



PROVIDE FUNDAMENTAL INFORMATION TO PREPARE INDIVIDUALS FOR ADVANCED WORK IN HIGHWAY PLANNING, DESIGN, CONSTRUCTION, AND MAINTENANCE. THE PUBLICATION CONTAINS SUBJECT MATERIAL FOR 24 LESSONS, SAMPLE TESTS, SOLUTIONS TO PROBLEMS, AND SAMPLE FINAL EXAMINATION. SUBJECTS COVERED INCLUDE CALCULATIONS OF VARIOUS KINDS, BEAMS, COLUMNS, TRUSSES, CONNECTIONS, BRIDGES, AND DESIGN. (MF)

#### VT 100 258

MAURER, NELSON S., ED.  
AN INSTRUCTOR'S GUIDE FOR A PROGRAM IN SUSPENSION AND ALINEMENT SERVICES. TRADE AND TECHNICAL EDUCATION.

NEW YORK STATE EDUCATION DEPT., ALBANY.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 72 72P.

DESCRIPTORS - \*AUTO MECHANICS;  
\*MECHANICS; \*MOTOR VEHICLES;  
\*TEACHING GUIDES; \*TRADE AND INDUSTRIAL EDUCATION; AUTO MECHANICS (OCCUPATION); SECONDARY GRADES

ABSTRACT - THIS TEACHING GUIDE IS DESIGNED TO PREPARE STUDENTS FOR EMPLOYMENT IN A SPECIALIZED AREA OF AUTOMOTIVE SERVICES. FIVE UNITS COVER MATERIAL CONCERNING: (1) AN INTRODUCTION TO THE COURSE, (2) SUSPENSION SERVICE AND REPAIR, (3) WHEEL ALIGNMENT, (4) WHEEL BALANCE, AND (5) MANUAL AND POWER STEERING. IN A 2-COLUMN FORMAT, THE LEFT-HAND COLUMN OF EACH UNIT CONTAINS A SUGGESTED TOPIC OUTLINE; THE RIGHT-HAND COLUMN GIVES RELATED FACTUAL INFORMATION AS WELL AS SUGGESTED TEACHING TECHNIQUES AND PAGE REFERENCES FROM SELECTED TEXTBOOKS. AT THE END OF EACH UNIT TOPICS FOR REVIEW DISCUSSION ARE SUGGESTED. A SAMPLE FINAL EXAM, SUGGESTIONS FOR USING AUDIOVISUAL MATERIALS AND PREPARING AND USING TRANSPARENCES, A GLOSSARY, A DIRECTORY OF FIRMS IN THE TRADE, AND A BIBLIOGRAPHY ARE INCLUDED. (AUTHOR/MU)

#### VT 100 259

ARIZONA COOPERATIVE EDUCATION: TRAINING PROFILES.

ARIZONA STATE DEPT. OF EDUCATION, PHOENIX. DIV. OF VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 73 109P.

DESCRIPTORS - \*COOPERATIVE EDUCATION; \*RECORDS (FORMS); \*STUDENTS RECORDS; \*VOCATIONAL EDUCATION; SKILLS; WORK EXPERIENCE IDENTIFIERS - \*ARIZONA

ABSTRACT - THESE TRAINING PROFILES FOR OVER 40 OCCUPATIONS PROVIDE RECORDS FOR STUDENTS' PROGRESS THROUGH ARIZONA'S COOPERATIVE EDUCATION PROGRAMS. EACH SHEET CONTAINS THE STUDENT'S NAME, SCHOOL YEAR, TRAINING STATION, AND RECOMMENDED LEVEL OF TRAINING FOR THE PARTICULAR OCCUPATION FOR WHICH THE STUDENT IS TRAINING. THE GRID OF INFORMATION IS KEYED TO THE STUDENT'S SCHOOL AND THE DEGREE OF PROGRESS HE HAS MADE IN A VARIETY OF TASKS ORGANIZED AS ORIENTATION, SKILLS, KNOWLEDGE, DUTIES, AND RESPONSIBILITIES. (MU)

#### VT 100 260

ARIZONA COOPERATIVE EDUCATION DIRECTORY, 1972-1973.

ARIZONA STATE DEPT. OF EDUCATION, PHOENIX.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 72 13P.

DESCRIPTORS - \*COOPERATIVE EDUCATION; \*COOPERATIVE PROGRAMS; \*DIRECTORIES; \*INSTRUCTOR COORDINATORS  
IDENTIFIERS - \*ARIZONA

ABSTRACT - THIS DIRECTORY OF ARIZONA COOPERATIVE EDUCATION PROGRAMS IDENTIFIES EACH ONE BY ACRONYM. THE DIRECTORY IS ORGANIZED BY SCHOOL DISTRICTS AND EACH ENTRY WITHIN A DISTRICT NAMES THE PROGRAM, ITS SITE, ITS COORDINATOR, AND THE NUMBER OF YEARS THE PROGRAM HAS BEEN IN EXISTENCE. A LIST OF SPECIAL EDUCATION WORK COORDINATORS

IS INCLUDED. (MU)

VT 100 274

MASON, VERN K.  
VOCATIONAL CONSTRUCTION  
ELECTRICITY. COURSE CURRICULUM.

GRAND FORKS PUBLIC SCHOOLS, N. DAK.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 70 124P.

DESCRIPTORS - \*CONSTRUCTION  
(PROCESS); \*CURRICULUM GUIDES;  
\*ELECTRICAL OCCUPATIONS;  
\*ELECTRICITY; \*TRADE AND INDUSTRIAL  
EDUCATION; BUILDING TRADES;  
ELECTRIC MOTORS; ELECTRICIANS;  
PHYSICS; SECONDARY GRADES  
IDENTIFIERS - \*GRAND FORKS PUBLIC  
SCHOOLS; NORTH DAKOTA

ABSTRACT - TEN UNITS OF INSTRUCTION  
ARE OUTLINED IN THIS 366-HOUR  
COURSE INTRODUCING THE SECONDARY  
STUDENT OF GRAND FORKS, NORTH  
DAKOTA TO THE FUNCTIONS OF  
ELECTRICITY AND THE JOBS IN  
CONSTRUCTION FOR ELECTRICIANS.  
PRELIMINARY INFORMATION DESCRIBES  
THE TEN UNITS, TIME ASSIGNED TO  
EACH, PERFORMANCE OBJECTIVES TO BE  
ACHIEVED BY EACH, AND A TOPICAL  
OUTLINE OF THE COURSE. THE UNITS  
INCLUDE AN INTRODUCTION TO THE  
THEORY AND PRACTICE OF ELECTRICITY,  
INFORMATION ON OCCUPATIONS, UNIONS,  
AND NEARBY TRAINING INSTITUTIONS IN  
THE FIELD, THEORY OF ELECTRICITY  
AND ELECTRONICS, GOVERNMENT  
REGULATIONS IN CONSTRUCTION, AND  
VARIOUS MOTORS. AN EXTENSIVE  
VOCABULARY LIST IS KEYED TO EACH  
UNIT AND A GLOSSARY OF ELECTRICAL  
FORMULAS IS INCLUDED. (MU)

VT 100 290

A COURSE OF STUDY FOR THE  
COOPERATIVE WORK STUDY PROGRAM.

CLARKSVILLE-MONTGOMERY COUNTY  
SCHOOLS, TENN.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 221P.

DESCRIPTORS - \*COOPERATIVE  
EDUCATION; \*COURSE DESCRIPTIONS;  
\*MENTALLY HANDICAPPED; \*TEACHING  
GUIDES; \*WORK STUDY PROGRAMS;

HANDICAPPED STUDENTS; VOCATIONAL  
EDUCATION

ABSTRACT - THIS INSTRUCTIONAL  
MANUAL WAS DEVELOPED TO ASSIST  
TEACHERS OF EDUCABLE MENTALLY  
HANDICAPPED STUDENTS ENROLLED IN  
SPECIAL EDUCATION CLASSES OF THE  
CLARKSVILLE-MONTGOMERY COUNTY  
SCHOOLS. THE GUIDE IS BASED ON  
FINDINGS OBTAINED IN A PREVIOUS  
STUDY OF THE NEEDS AND  
CHARACTERISTICS OF CHILDREN WITH  
SEVERE LEARNING DISABILITIES AND  
INCLUDES A PHILOSOPHY AND  
ORIENTATIONAL OVERVIEW OF THE  
PROPOSED COOPERATIVE WORK STUDY  
PROGRAM AS WELL AS GENERAL PROGRAM  
OBJECTIVES AND A LIST OF THE NEEDS  
TO BE FULFILLED BY THE PROGRAM. IN  
ADDITION, OBJECTIVES, COURSE  
DESCRIPTIONS, LEARNING ACTIVITIES,  
TEACHING METHODS AND INSTRUCTIONAL  
MATERIALS TO BE USED IN TEACHING  
THE PUPILS ARE GIVEN. (SN)

VT 100 295

COURSE OUTLINE FOR AUTOMOTIVE  
MECHANICS.

NORTH DAKOTA STATE BOARD FOR  
VOCATIONAL EDUCATION, BISMARCK.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 39P.

DESCRIPTORS - \*AUTO MECHANICS;  
\*COURSE CONTENT; \*CURRICULUM  
GUIDES; \*TEACHING GUIDES;  
\*VOCATIONAL EDUCATION; AREA  
VOCATIONAL PROGRAMS; POST SECONDARY  
EDUCATION; TRADE AND INDUSTRIAL  
EDUCATION

ABSTRACT - THIS COURSE OUTLINE WAS  
DEVELOPED OUT OF A DESIRE FOR  
UNIFORMITY IN THE TEACHING OF AUTO  
MECHANICS IN VOCATIONAL PROGRAMS IN  
THE STATE OF NORTH DAKOTA. THE  
OUTLINE IS INTENDED AS A GUIDE AND  
CONTAINS IN IT A JOB DESCRIPTION OF  
AUTO MECHANICS, A LIST OF THE  
GENERAL COURSE OBJECTIVES, AND  
INTRODUCTORY OVERVIEW OF THE  
INSTRUCTIONAL BLOCKS TO BE COVERED  
IN THE COURSE, AND THE SPECIFIC  
TOPICAL AREAS TO BE PRESENTED. IN  
ORDER OF THEIR SEQUENCE, THE TOPICS  
ARE: (1) BENCH SHOP AND SHOP

SAFETY, (2) CHASSIS, (3) ENGINES, (4) FUEL SYSTEMS, (5) ELECTRICAL SYSTEMS, (6) TUNE-UP AND TROUBLE SHOOTING, AND (7) HEATING AND AIR CONDITIONING. (SN)

VT 100 300  
TRADE WELDING SYLLABUS.

NEW YORK STATE EDUCATION DEPT.,  
ALBANY. BUREAU OF SECONDARY  
CURRICULUM DEVELOPMENT.  
MF AVAILABLE IN VT-ERIC SET.  
PUBLICATIONS DISTRIBUTION UNIT, THE  
STATE EDUCATION DEPARTMENT  
EDUCATION BUILDING ANNEX, ALBANY,  
N.Y. 12224  
PUB DATE - 72 56P.

DESCRIPTORS - \*METAL WORKING  
OCCUPATIONS; \*STATE CURRICULUM  
GUIDES; \*TRADE AND INDUSTRIAL  
EDUCATION; \*WELDERS; \*WELDING;  
CONSTRUCTION (PROCESS)  
IDENTIFIERS - \*NEW YORK STATE

ABSTRACT - THIS CURRICULUM GUIDE  
FOR NEW YORK STATE PROVIDES WELDING  
INSTRUCTORS WITH COURSE CONTENT  
FROM WHICH THEY MAY ADAPT MATERIALS  
TO THEIR OWN CLASSES. IT IS  
ORGANIZED ON THE BASIS OF A DAILY 2  
1/2-HOUR CLASS CONTINUING OVER TWO  
ACADEMIC YEARS OF 185 TEACHING DAYS  
EACH AND IS DESIGNED TO PREPARE THE  
STUDENT FOR ENTRY INTO THE TRADE.  
THE CONTENT IS DEVOTED MAINLY TO  
THE BASIC, REQUIRED ARC AND  
ACETYLENE WELDING AND THE  
INCREASINGLY IMPORTANT SHIELDED-ARC  
PROCESSES. AND INCLUDES AS AN  
OPTIONAL UNIT THE LOCALLY IMPORTANT  
PLASMA WELDING. A 3-COLUMN FORMAT  
CONSISTS OF UNITS OF INSTRUCTION,  
OBJECTIVES, AND TEACHING  
SUGGESTIONS. THE APPENDIX CONTAINS  
A BIBLIOGRAPHY, TEACHING AIDS  
SOURCE LISTS, SUGGESTED SAFETY  
EQUIPMENT, AND WELDER CERTIFICATION  
PROCEDURE. (AUTHOR/MU)

VT 100 304  
OCCUPATIONAL RELATIONS COURSE  
OUTLINE. SECOND YEAR. WORCESTER  
PUBLIC SCHOOLS WORK-STUDY PROGRAM.

WORCESTER PUBLIC SCHOOLS, MASS.  
MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 63 56P.

DESCRIPTORS - \*COOPERATIVE  
EDUCATION; \*COURSE CONTENT;  
\*CURRICULUM GUIDES; \*HUMAN  
RELATIONS; \*WORK EXPERIENCE  
PROGRAMS; COURSE DESCRIPTIONS;  
EMPLOYMENT QUALIFICATIONS; MANUALS;  
VOCATIONAL DEVELOPMENT; VOCATIONAL  
EDUCATION.

ABSTRACT - THIS COURSE OUTLINE WAS  
DEVELOPED TO SERVE THE NEEDS OF  
THOSE PUPILS 16 YEARS OF AGE OR  
OLDER, WHO ARE ENROLLED IN THE  
SECOND YEAR OF THE WORK EXPERIENCE  
EDUCATION PROGRAM IN THE WORCESTER  
PUBLIC SCHOOLS. THE PURPOSES OF THE  
PROGRAM ARE THREE-FOLD: (1) TO  
FOSTER AN AWARENESS OF THE  
IMPORTANCE OF PERSONAL RELATIONS  
AND THE WORLD OF WORK, (2) TO HELP  
STUDENTS DEVELOP A GREATER  
APPRECIATION OF THE EDUCATIONAL  
POSSIBILITIES INVOLVED IN THEIR  
JOBS, AND (3) TO AID STUDENTS IN  
MAKING BETTER SCHOOL AND WORK  
ADJUSTMENTS BY INTEGRATING THE  
EDUCATIONAL AND OCCUPATIONAL  
ASPECTS OF THE PROGRAM. AN  
EXPLANATION OF HOW THE PROGRAM  
OPERATES AND A GENERAL OVERVIEW OF  
THE BASIC CONTEXTUAL AREAS COVERED  
ARE PROVIDED IN THE OUTLINE AS WELL  
AS ASSIGNMENT DATA SHEETS FOR EACH  
OF THE EIGHT TOPICAL AREAS  
EMPHASIZED IN THE COURSE. THOSE  
ASSIGNMENTS BY TOPIC AND NUMBER  
ARE: (1) THE STUDY OF YOUR JOB, (2)  
HUMAN RELATIONS, (3) THE PROBLEM OF  
COMBINING SCHOOL AND WORK, (4)  
PAYROLL DEDUCTIONS AND BENEFITS,  
(5) BEING A CONSUMER, (6) UNIONS,  
(7) AMERICAN ECONOMY, AND (8)  
VOCATIONAL CHOICE AND SECURING  
ADDITIONAL TRAINING. (SN)

VT 100 305  
SELLERS, ROBERT C., ED.  
BASIC TRAINING GUIDE TO THE NEW  
METRICS AND SI UNITS.

NATIONAL TOOL, DIE AND PRECISION  
MACHINING ASSOCIATION, WASHINGTON,  
D.C.  
DOCUMENT NOT AVAILABLE IN VT-ERIC  
SET.  
NATIONAL TOOL, DIE AND PRECISION

MACHINING ASSOCIATION, 9300  
LIVINGSTON ROAD, WASHINGTON, D.C.  
20022  
PUB DATE - MAR72 63P.

DESCRIPTORS - \*METRIC SYSTEM;  
MEASUREMENT; STANDARDS; STUDY  
GUIDES  
IDENTIFIERS - \*CONVERSION TABLES.

ABSTRACT - THIS BOOKLET PRESENTS  
MEASUREMENT DEFINITIONS AND  
INFORMATION ABOUT THE VARIOUS UNITS  
OF MEASUREMENT IN THE INTERNATIONAL  
SYSTEM OF UNITS KNOWN AS THE METRIC  
SYSTEM. INCLUDED ARE BASIC AND  
DERIVED UNITS, CONVERSION FACTORS  
FOR CUSTOMARY AND METRIC UNITS,  
CONVERSION TABLES, AND MULTIPLE  
FACTOR AND OTHER CONVERSION CHARTS.  
(MF)

VT 100 310  
INDIVIDUALIZED CURRICULUM FOR  
ELECTRONICS.

OREGON STATE UNIV., CORVALLIS.;  
OREGON STATE BOARD OF EDUCATION,  
SALEM.  
DOCUMENT NOT AVAILABLE IN VT-ERIC  
SET.  
CONTINUING EDUCATION PRESS, WALDO  
100, OREGON STATE UNIVERSITY,  
CORVALLIS, OR. 97331  
PUB DATE - 71 4800P.

DESCRIPTORS - \*ELECTRICITY;  
\*ELECTRONICS; \*INDIVIDUALIZED  
CURRICULUM; \*STUDY GUIDES;  
\*VOCATIONAL EDUCATION; CLASSROOM  
MATERIALS; SUPPLEMENTARY READING  
MATERIALS

ABSTRACT - THIS INDIVIDUALIZED  
CURRICULUM FOR ELECTRONICS (ICE)  
CONSISTS OF OVER 200 LEARNING  
PACKAGES WHICH PROVIDE SINGLE  
CONCEPT STUDY GUIDES FOR STUDENTS'  
USE. THE PACKAGES BEGIN WITH THOSE  
DEALING WITH CAREER CHOICE AND  
PROCEED THROUGH INDIVIDUAL JOB  
REQUIREMENT INFORMATION, ELECTRICAL  
PROCESSES AND LAWS, AND MORE  
COMPLEX CONCEPTS IN THE FIELD. EACH  
PACKAGE, A SEPARATE LESSON IN  
ITSELF, EXPLAINS ITS PURPOSE, AND  
INCLUDES OBJECTIVES, STUDY  
DIRECTIONS, LEARNING OPPORTUNITIES,

AN EXPERIMENT, A SELF-TEST WITH  
ANSWERS, AND TWO POSTTESTS. TWO  
TEACHER'S ANSWER BOOKS FOR THE  
POSTTESTS ARE PROVIDED. (MU)

VT 100 312  
TURPIN, J. LEE, AND OTHERS  
INDIVIDUALIZED CURRICULUM FOR  
DRAFTING.

CLACKAMAS COMMUNITY COLL., OREGON  
CITY, ORE.; OREGON STATE DEPT. OF  
EDUCATION, SALEM.  
DOCUMENT NOT AVAILABLE IN VT-ERIC  
SET.  
CONTINUING EDUCATION PUBLICATIONS,  
WALDO 100, CORVALLIS, OREGON 97331  
PUB DATE - 72 850P.

DESCRIPTORS - \*DRAFTING;  
\*ILLUSTRATIONS; \*INDIVIDUALIZED  
CURRICULUM; \*INDUSTRIAL ARTS;  
BLUEPRINTS; ENGINEERING DRAWING;  
VISUAL ARTS  
IDENTIFIERS - \*INDIVIDUALIZED  
CURRICULUM FOR DRAFTING; ICD

ABSTRACT - APPROXIMATELY 200 SINGLE  
CONCEPT LEARNING PACKAGES MAKE UP  
THIS INDIVIDUALIZED CURRICULUM FOR  
DRAFTING. AN ACCOMPANYING STUDY  
GUIDE OF DRAWINGS CONTAINS  
OBJECTIVES, INSTRUCTIONS,  
ASSIGNMENTS, AND EVALUATION SHEETS  
FOR STUDENT USE. A SET OF POSTTESTS  
AND AN INDIVIDUALIZED CURRICULUM  
FOR DRAFTING PRESCRIPTION SHEET ARE  
INCLUDED. (MU)

VT 100 313  
GENERAL AUTOMOBILE MECHANIC.  
BULLETIN OF INFORMATION.

NATIONAL INST. FOR AUTOMOTIVE  
SERVICE EXCELLENCE, WASHINGTON,  
D.C.  
EDUCATIONAL TESTING SERVICE,  
PRINCETON, N.J.  
DOCUMENT NOT AVAILABLE IN VT-ERIC  
SET.  
EDUCATIONAL TESTING SERVICE,  
PRINCETON, N.J. 10840 (FREE)  
PUB DATE - 72 38P.

DESCRIPTORS - \*AUTO MECHANICS;  
\*AUTO MECHANICS (OCCUPATION);  
\*NATIONAL COMPETENCY TESTS;  
\*PERFORMANCE TESTS; \*TESTING

PROGRAMS; OCCUPATIONAL TESTS;  
VOCATIONAL DEVELOPMENT

ABSTRACT - THIS BOOKLET DESCRIBES THE FOUR CERTIFICATION TESTS FOR GENERAL AUTOMOBILE MECHANIC, TELLS HOW, WHEN, AND WHERE THE TESTS ARE GIVEN; AND EXPLAINS WHAT MUST BE DONE TO BECOME A CERTIFIED AUTOMOBILE MECHANIC. PROCEDURES FOR REGISTERING FOR THE TESTS AND SCHEDULES OF THE TESTING ARE SUPPLIED. SAMPLE TESTS ARE GIVEN WITH INSTRUCTIONS FOR TAKING THEM AND WITH AN ANSWER KEY TO THE SAMPLES. THE EDUCATIONAL TESTING SERVICE (ETS) IS A NONPROFIT CORPORATION ENGAGED IN TEST DEVELOPMENT AND ADMINISTRATION AND IN EDUCATIONAL AND VOCATIONAL RESEARCH. (MU)

VT 100 402

GOULD, E. NOAH, ED.  
SURFACE GRINDER OPERATOR.  
INSTRUCTOR'S GUIDE. PART OF SINGLE-TOOL SKILLS PROGRAM SERIES: MACHINE INDUSTRIES OCCUPATIONS.

NEW YORK STATE EDUCATION DEPT.,  
ALBANY.  
MF AVAILABLE IN VT-ERIC SET.  
PUBLICATIONS DISTRIBUTION UNIT, THE  
STATE EDUCATION DEPARTMENT, ALBANY,  
NEW YORK, 12224  
PUB DATE - 73 104P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*MACHINE TOOL OPERATORS; \*SHOP  
CURRICULUM; \*TEACHING GUIDES; ADULT  
VOCATIONAL EDUCATION; JOB SKILLS;  
METAL WORKING OCCUPATIONS;  
OCCUPATIONAL INFORMATION; SECONDARY  
GRADES

ABSTRACT - THE SURFACE GRINDER OPERATOR COURSE IN THIS BOOKLET WAS DEVELOPED TO HELP MEET THE NEED FOR TRAINED ENTRY-LEVEL WORKERS. ALTHOUGH WRITTEN PRIMARILY AS AN ADULT COURSE, THE CONTENT MAY BE USED BY THE SECONDARY LEVEL TEACHER IN A COURSE HE MIGHT DEVELOP FOR HIS STUDENTS. THE BOOKLET CONTAINS AN OUTLINE OF GENERAL JOB CONTENT, JOB SHEETS FOR SHOP PROJECTS (INCLUDING PERFORMANCE OBJECTIVES, OPERATIONS, EQUIPMENT, MATERIALS,

AND PROCEDURES), AND DRAWINGS FOR VARIOUS SHOP PROJECTS. (MF)

VT 100 404

AUTO MECHANICS: BLOCKS I AND II:  
INTRODUCTION AND ORIENTATION, AND  
BENCH SHOP AND SAFETY.

NORTH DAKOTA STATE BOARD FOR  
VOCATIONAL EDUCATION, BISMARCK.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 43P.

DESCRIPTORS - \*AUTO MECHANICS;  
\*MOTOR VEHICLES; \*SAFETY EDUCATION;  
\*TRADE AND INDUSTRIAL EDUCATION;  
AUTO MECHANICS (OCCUPATION); COURSE  
CONTENT; SECONDARY GRADES; STATE  
CURRICULUM GUIDES; UNITS OF STUDY  
(SUBJECT FIELDS)  
IDENTIFIERS - \*NORTH DAKOTA

ABSTRACT - THIS COURSE OUTLINE FOR A BEGINNING CLASS IN AUTO MECHANICS PROVIDES SUPPLEMENTARY MATERIALS AND COURSE CONTENT FOR CLASSROOM DISCUSSION, LAB PROCEDURES, AND TESTING FOR AREA VOCATIONAL, TRADE-TECHNICAL, AND INDUSTRIAL SCHOOLS OF NORTH DAKOTA. JOB SHEETS PROVIDE A NUMBER OF OPERATIONS IN BENCH WORK AND IN SAFETY EDUCATION INCLUDING: (1) SHARPENING TWIST DRILLS, (2) IDENTIFYING BOLTS, NUTS, AND SCREWS, (3) DRILL GRINDING GAUGE AND DRILL PRESS, AND (4) APPLICATION OF LINEAR MEASUREMENT. EACH JOB SHEET PROVIDES GENERAL INFORMATION, PRECAUTIONS, AND PROCEDURES. A NUMBER OF WORKING DRAWINGS ACCOMPANY THE TEXT. RELATED DOCUMENTS ARE AVAILABLE AS VT 100 405 - VT 100 410. (MU)

VT 100 405

AUTO MECHANICS: BLOCK III: CHASSIS.

NORTH DAKOTA STATE BOARD FOR  
VOCATIONAL EDUCATION, BISMARCK.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 68P.

DESCRIPTORS - \*AUTO MECHANICS;  
\*ENGINES; \*MOTOR VEHICLES; \*POWER  
MECHANICS; \*TRADE AND INDUSTRIAL  
EDUCATION; AUTO BODY REPAIRMEN;  
AUTO MECHANICS (OCCUPATION); STATE



CURRICULUM GUIDES; UNITS OF STUDY  
(SUBJECT FIELDS)  
IDENTIFIERS - \*NORTH DAKOTA

ABSTRACT - THIS COURSE OUTLINE PROVIDES COURSE CONTENT AND SUPPLEMENTARY MATERIALS FOR A BEGINNING CLASS IN AUTO MECHANICS FOR AREA VOCATIONAL TRADE-TECHNICAL, AND INDUSTRIAL SCHOOLS OF NORTH DAKOTA. JOB SHEETS FOR A NUMBER OF OPERATIONS INCLUDE THOSE DEALING WITH ALIGNMENT, SERVICING STEERING GEARS, CLUTCHES, AND TRANSMISSIONS, AND OVERHAUL OF TURBOHYDRA-MATIC AND DUAL PISTON MASTER CYLINDERS. EACH OPERATION SHEET CONTAINS SPACE FOR THE STUDENT'S NAME, A LIST OF EQUIPMENT NEEDED, REFERENCES, RELATED INFORMATION, AND A LIST OF PROCEDURES. RELATED DOCUMENTS ARE AVAILABLE AS VT 100 404 AND VT 100 406 - VT 100 410. (MU)

## VT 100 406

AUTO MECHANICS: BLOCK IV: ENGINES.

NORTH DAKOTA STATE BOARD FOR  
VOCATIONAL EDUCATION, BISMARCK.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 34P.

DESCRIPTORS - \*AUTO MECHANICS;  
\*ENGINES; \*MOTOR VEHICLES; \*POWER  
MECHANICS; \*TRADE AND INDUSTRIAL  
EDUCATION; STATE CURRICULUM GUIDES;  
UNITS OF STUDY (SUBJECT FIELDS)  
IDENTIFIERS - \*NORTH DAKOTA

ABSTRACT - THIS GUIDE PROVIDES COURSE CONTENT AND SUPPLEMENTARY MATERIAL FOR A BEGINNING COURSE IN ENGINES FOR THE AREA, TRADE-TECHNICAL, AND INDUSTRIAL SCHOOL OF NORTH DAKOTA. OPERATION SHEETS FOR GENERAL ENGINE OVERHAUL INCLUDE INSTALLING PISTON RINGS AND BEARINGS, CONNECTING RODS, CYLINDERS AND CRANKSHAFTS. WORKING DRAWINGS ACCOMPANY THE TEXT. RELATED DOCUMENTS ARE AVAILABLE AS VT 100 404, VT 100 405 AND VT 100 407 - VT 100 410. (MU)

## VT 100 407

AUTO MECHANICS: BLOCK V: FUEL  
SYSTEMS.

NORTH DAKOTA STATE BOARD FOR  
VOCATIONAL EDUCATION, BISMARCK.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 29P.

DESCRIPTORS - \*AUTO MECHANICS;  
\*MOTOR VEHICLES; \*POWER MECHANICS;  
\*TRADE AND INDUSTRIAL EDUCATION;  
COURSE CONTENT; CURRICULUM GUIDES;  
VOCATIONAL EDUCATION  
IDENTIFIERS - \*NORTH DAKOTA; FUEL  
SYSTEMS

ABSTRACT - THIS COURSE OUTLINE IS ONE OF A SERIES DEVELOPED FOR USE BY STUDENTS ENROLLED IN AUTOMOTIVE MECHANICS COURSES IN NORTH DAKOTA'S VOCATIONAL PROGRAMS. THE GUIDE CENTERS AROUND FUEL SYSTEMS AND THEIR OPERATION AND CONTAINS A LISTING OF THE VARIOUS TASKS INVOLVED IN WORKING ON FUEL AND EMISSION SYSTEMS AS WELL AS INSTRUCTIONAL UNITS COVERING EACH OF THE 21 BLOCKS TO BE PRESENTED IN THIS PHASE OF THE COURSE. COMPOSING THE UNITS ARE: (1) A LISTING OF THE TOOLS AND REFERENCES NEEDED FOR THE ACTIVITY, (2) AN OUTLINE OF THE PROCEDURES TO BE FOLLOWED IN CARRYING OUT THE OPERATION, AND (3) RELATED INFORMATIONAL FACTS TO BE LEARNED IN ACCORDANCE WITH THE TOPICAL AREA UNDER STUDY. NUMBERS OF RELATED DOCUMENTS IN THE SERIES INCLUDE VT 100 404 - VT 100 406 AND VT 100 408 - VT 100 410. (SN)

## VT 100 408

AUTO MECHANICS: BLOCK VI:  
ELECTRICAL SYSTEMS.

NORTH DAKOTA STATE BOARD FOR  
VOCATIONAL EDUCATION, BISMARCK.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 43P.

DESCRIPTORS - \*AUTO MECHANICS;  
\*ELECTRICAL SYSTEMS; \*ELECTRICITY;  
\*MOTOR VEHICLES; \*TRADE AND  
INDUSTRIAL EDUCATION; AUTO  
MECHANICS (OCCUPATION); STATE  
CURRICULUM GUIDES; UNITS OF STUDY  
(SUBJECT FIELDS)  
IDENTIFIERS - \*NORTH DAKOTA

ABSTRACT - THIS GUIDE IS DESIGNED

FOR WORK UNITS IN ELECTRICAL SYSTEMS OF AUTO MECHANICS CLASSES IN STATE AREA VOCATIONAL, TRADE-TECHNICAL, AND INDUSTRIAL SCHOOLS OF NORTH DAKOTA. TWENTY JOB SHEETS PROVIDE COURSE CONTENT AND SUPPLEMENTARY MATERIAL FOR BATTERIES, STARTING SYSTEMS, GENERATORS, REGULATORS, SPARK PLUGS, AND DISTRIBUTORS OF MOTOR VEHICLES. EACH JOB SHEET CONTAINS EQUIPMENT NEEDED, REFERENCES, RELATED INFORMATION, AND PROCEDURES. RELATED DOCUMENTS ARE AVAILABLE AS VT 100 404 - VT 100 407, VT 100 409, AND VT 100 410. (MU)

#### VT 100 409

AUTO MECHANICS: BLOCK VII: TUNE-UP AND TROUBLE SHOOTING.

NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION, BISMARCK. MF AVAILABLE IN VT-ERIC SET. PUB DATE - ND 56P.

DESCRIPTORS - \*AUTO MECHANICS; \*ELECTRICAL SYSTEMS; \*ELECTRICITY; \*MOTOR VEHICLES; \*TRADE AND INDUSTRIAL EDUCATION; AUTO MECHANICS (OCCUPATION); STATE CURRICULUM GUIDES; UNITS OF STUDY (SUBJECT FIELDS)  
IDENTIFIERS - \*NORTH DAKOTA

ABSTRACT - THIS UNIT IN TROUBLE SHOOTING IS DESIGNED FOR BEGINNING CLASSES IN AUTO MECHANICS IN THE STATE AREA VOCATIONAL, TRADE-TECHNICAL, AND INDUSTRIAL SCHOOLS OF NORTH DAKOTA. JOB SHEETS PROVIDE COURSE CONTENT AND SUPPLEMENTARY MATERIAL FOR ENGINE TUNE-UPS AND FOR CHECKING AND ADJUSTING IGNITION AND FUEL SYSTEMS. EACH JOB SHEET CONTAINS A LIST OF EQUIPMENT AND MATERIAL NEEDED, REFERENCES, RELATED INFORMATION, AND PROCEDURES. RELATED DOCUMENTS ARE AVAILABLE AS VT 100 404 - VT 100 408 AND VT 100 410. (MU)

#### VT 100 410

AUTO MECHANICS: BLOCK VIII: HEATING AND AIR CONDITIONING.

NORTH DAKOTA STATE BOARD FOR

VOCATIONAL EDUCATION, BISMARCK. MF AVAILABLE IN VT-ERIC SET. PUB DATE - ND 52P.

DESCRIPTORS - \*AIR CONDITIONING; \*AUTO MECHANICS; \*HEATING; \*MOTOR VEHICLES; \*TRADE AND INDUSTRIAL EDUCATION; AIR CONDITIONING EQUIPMENT; AUTO MECHANICS (OCCUPATION); STATE CURRICULUM GUIDES; UNITS OF STUDY (SUBJECT FIELDS)  
IDENTIFIERS - \*NORTH DAKOTA

ABSTRACT - THIS UNIT ON HEATING AND AIR CONDITIONING IS DESIGNED FOR A BEGINNING COURSE IN AUTO MECHANICS AT AREA VOCATION, TRADE-TECHNICAL, AND INDUSTRIAL SCHOOLS OF NORTH DAKOTA. JOB SHEETS PROVIDE COURSE CONTENT AND SUPPLEMENTARY MATERIAL FOR SIX UNITS ON HEATERS FOR CARS AND 28 CONCERNING AIR CONDITIONING UNITS FOR CARS. THEY DEAL WITH CHECKING, ADJUSTING AND DIAGNOSING DIFFICULTIES WITHIN THE HEATING AND COOLING SYSTEMS, AND PROVIDE STEP-BY-STEP DIRECTIONS ON SERVICING THEM. RELATED DOCUMENTS ARE AVAILABLE AS VT 100 404 - VT 100 409. (MU)

#### VT 100 411

ERICKSON, WILBUR A.  
MACHINE SHOP WORKBOOK. PART I.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF INDUSTRIAL EDUCATION. MF AVAILABLE IN VT-ERIC SET. PUB DATE - 73 137P. ALSO SEE VT 020459.

DESCRIPTORS - \*APPRENTICESHIPS; \*INSTRUCTIONAL MATERIALS; \*MACHINE TOOL OPERATORS; \*MACHINISTS; \*WORKBOOKS

ABSTRACT - THIS WORKBOOK WAS DESIGNED FOR USE BY APPRENTICE MACHINISTS IN THE STATE OF CALIFORNIA AND CONTAINS THE FIRST PART OF THE COURSE CONTENT TO BE COVERED IN THE PROGRAM. GIVEN ARE: (1) A FOREWORD, (2) A PREFACE, (3) SEVEN UNITS OF STUDY, AND (4) A LIST OF INSTRUCTIONAL MATERIALS WHICH MAY BE USED IN STUDYING THE VARIOUS

## UNITS. SPECIFIC UNIT TITLES

INCLUDE: (1) THE APPRENTICE AND HIS TRADE, (2) BASIC MATHEMATICS, (3) BENCHWORK, (4) BLUEPRINT READING, SKETCHING, AND DRAWING, (5) DRILL-PRESS WORK, AND (6) IRON, STEEL, AND NONFERROUS MATERIALS. (SN)

VT 100 412

MENCONI, JOSEPH W.

AUTO MECHANICS WORKBOOK. PART I.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF INDUSTRIAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 73 156P. FOR PART 2, SEE VT 020187

DESCRIPTORS - \*APPRENTICESHIPS;  
\*AUTO MECHANICS; \*INSTRUCTIONAL MATERIALS; \*WORKBOOKS

ABSTRACT - THIS WORKBOOK WAS DEVELOPED FOR USE BY PERSONS ENROLLED IN CALIFORNIA'S AUTO MECHANICS APPRENTICESHIP TRAINING PROGRAMS AND REPRESENTS AN ACCUMULATION OF PART 1 OF THE INFORMATION TO BE COVERED. SPECIFIC CONTENTS INCLUDE: (1) SIX TOPICAL UNITS, (2) A FOREWORD, (3) A PREFACE, AND (4) INSTRUCTIONAL MATERIALS TO BE USED IN STUDYING THE UNITS. TITLES OF THE UNITS ARE: (1) THE APPRENTICE AND HIS TRADE, (2) MATHEMATICS FOR AUTO MECHANICS, (3) TOOLS OF THE TRADE, (4) PETROLEUM-GENERAL LUBRICATION, (5) FRAMES, SPRINGS, AND SUSPENSION SYSTEMS, (6) TIRES, WHEELS, AND STEERING SYSTEMS, AND (7) BRAKES. (SN)

VT 100 413

AULD, WARREN J.; ULRICH, DONALD  
MEATCUTTING WORKBOOK: PART I.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF INDUSTRIAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 72 148P.

DESCRIPTORS - \*APPRENTICESHIPS;  
\*INSTRUCTIONAL MATERIALS;  
\*WORKBOOKS  
IDENTIFIERS - \*MEATCUTTERS

ABSTRACT - THIS WORKBOOK WAS DESIGNED FOR USE BY APPRENTICE MEATCUTTERS IN THE STATE OF CALIFORNIA. CONTAINED IN IT ARE A FOREWORD, PREFACE, 8 TOPICAL UNITS, A GLOSSARY, AND SUGGESTED INSTRUCTIONAL MATERIALS. SPECIFIC CONTENTS OF THE UNITS INCLUDE: (1) THE APPRENTICE MEATCUTTER AND HIS TRADE, (2) APPLIED MATHEMATICS, (3) TOOLS AND EQUIPMENT, (4) WEIGHING, PACKAGING, AND MAKING CHANGE, (5) MEAT AND FISH AS FOODS, (6) MEAT FROM FARM TO TABLE, (7) INSPECTION, CLASSIFICATION, AND GRADING, AND (8) MEAT SALESMANSHIP. (SN)

VT 100 418

GUIDE FOR PATENT DRAFTSMEN:  
SELECTED RULES OF PRACTICE RELATING TO PATENT DRAWINGS.

PATENT OFFICE (DOC, WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (CAT. # C21.14/2:D78/971, \$.30)

PUB DATE - 71 19P.

DESCRIPTORS - \*CRITERIA;  
\*DRAFTSMEN; \*ENGINEERING GRAPHICS;  
\*GUIDES; DESIGNERS; DRAFTING;  
SPECIFICATIONS  
IDENTIFIERS - \*PATENT DRAWING

ABSTRACT - THIS GUIDE WAS DEVELOPED FOR USE BY PATENT DRAFTSMEN AND CONTAINS RULES PERTAINING TO REQUIREMENTS ON SPECIFIC ASPECTS OF PATENT DRAWINGS. THE TOPICAL ITEMS FOR WHICH RULES ARE GIVEN INCLUDE: (1) DRAWINGS (WITH SPECIAL EMPHASIS ON DRAWINGS REQUIRED, CONTENT OF DRAWINGS, STANDARDS FOR DRAWINGS, INFORMAL DRAWINGS, DRAFTSMEN TO MAKE DRAWINGS, AND USE OF OLD DRAWINGS), (2) DESIGN PATENTS, AND (3) SYMBOLS FOR DRAFTSMEN. (SN)

VT 100 420

FLOOR COVERING WORKBOOK: PART 2:  
CARPETING.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF

INDUSTRIAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 72 121P.

DESCRIPTORS - \*APPRENTICESHIPS;  
\*CARPETING; \*FLOOR LAYERS;  
\*TRAINEES; \*WORKBOOKS;  
INSTRUCTIONAL MATERIALS

ABSTRACT - THIS WORKBOOK WAS DEVELOPED TO PROVIDE APPRENTICE FLOOR COVERING TRAINEES IN THE STATE OF CALIFORNIA WITH THE NECESSARY INFORMATION TO MEET THE TECHNICAL DEMANDS OF THE CARPETING TRADE. TITLES OF THE INSTRUCTIONAL UNITS TO BE EXPLORED ARE: (1) INTRODUCTION TO THE TRADE, (2) MATERIALS OF THE INDUSTRY, (3) TOOLS OF THE TRADE, (4) CARPET PREPARATION, AND (5) CARPET INSTALLATION. A GLOSSARY AND LISTING OF INSTRUCTIONAL MATERIALS ARE INCLUDED AS WELL AS STUDY GUIDES FOR EACH OF THE UNITS PRESENTED. (AUTHOR/SN)

VT 100 438  
JOB CORPS TRAINING STANDARD FOR SMALL GAS ENGINE REPAIR, D.O.T. CODE 625.281.

MANPOWER ADMINISTRATION (DOL),  
WASHINGTON, D.C. JOB CORPS.  
MF AVAILABLE IN VT-ERIC SET.  
DOL/JOB-CORPS-HDBK-440.64  
PUB DATE - AUG69 19P.

DESCRIPTORS - \*ENGINES; \*JOB SKILLS; \*MACHINE REPAIRMEN;  
\*STANDARDS; \*TRADE AND INDUSTRIAL EDUCATION; EVALUATION CRITERIA  
IDENTIFIERS - \*JOB CORPS

ABSTRACT - THIS MANUAL CONTAINS THE REQUIREMENTS FOR A JOB CORP MEMBER TO MEET IN ORDER TO RANK AS A GASOLINE ENGINE REPAIRMAN. GENERAL TASKS AND KNOWLEDGE NEEDED FOR SUCCESSFUL PERFORMANCE OF DUTIES ARE ITEMIZED ON A 13-PAGE CHECK SHEET FOR THE USE OF THE CORPSMEMBER AND THE INSTRUCTOR. ITEMS ARE CLASSIFIED AS: (1) SAFETY, (2) GENERAL, (3) IGNITION SYSTEM, (4) CARBURETION, (5) VALVE TRAIN, (6) ENGINE REPAIR, (7) LUBRICATION SYSTEM, AND (8) COMMON

ENGINE-RELATED REPAIRS. GENERAL EDUCATION LEVEL RANKINGS INCLUDE SKILLS IN READING, MATHEMATICS, LANGUAGE, HANDWRITING, SPEAKING, AND SOCIAL/ATTITUDINAL ACHIEVEMENTS. (MU)

VT 100 440  
A VOCATIONAL TEACHER EDUCATION MODULE. V. ED. VI-1. IN-SERVICE STRUCTURE OF EDUCATION: DEVELOPMENT OF PRACTICAL ARTS AND VOCATIONAL EDUCATION. TENTATIVE DRAFT.

DADE COUNTY PUBLIC SCHOOLS, MIAMI, FLA. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - OCT71 79P.

DESCRIPTORS - \*EDUCATIONAL LEGISLATION; \*INDIVIDUALIZED CURRICULUM; \*LEARNING ACTIVITIES; \*SCHEDULE MODULES; \*TEACHER EDUCATION CURRICULUM; \*VOCATIONAL EDUCATION; FEDERAL LEGISLATION; VOCATIONAL EDUCATION TEACHERS  
IDENTIFIERS - \*FLORIDA

ABSTRACT - THE EVOLUTION OF VOCATIONAL EDUCATION, INCLUDING PERTINENT LEGISLATION UP TO 1963, PROVIDES THE SUBJECT MATTER OF THIS MODULE IN A CURRICULUM FOR TEACHER EDUCATION. THE FOUR SPECIFIC OBJECTIVES TO BE ACHIEVED BY THE PARTICIPANTS ARE TO: (1) IDENTIFY FACTORS WHICH LED TO FEDERAL SUPPORT FOR VOCATIONAL EDUCATION, (2) IDENTIFY PHILOSOPHICAL PRINCIPLES AND EARLY PHILOSOPHERS WHICH SUPPORTED VOCATIONAL EDUCATION, (3) DESCRIBE SPECIFIC LEGISLATIVE ACTS FROM 1917 TO 1963 WHICH SUPPORTED VOCATIONAL EDUCATION, AND (4) JUSTIFY, ECONOMICALLY, PRESENT AND FUTURE FEDERAL AID TO VOCATIONAL EDUCATION. EACH UNIT CONTAINS LEARNING ACTIVITIES AND PARTICIPANT ASSESSMENTS. (AUTHOR/MU)

VT 100 441  
A VOCATIONAL TEACHER EDUCATION MODULE. V. ED. I-1. ORGANIZATION OF VOCATIONAL EDUCATION IN DADE COUNTY PUBLIC SCHOOLS. TENTATIVE DRAFT.

DADE COUNTY PUBLIC SCHOOLS, MIAMI, FLA. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JUL71 25P.

DESCRIPTORS - \*ADMINISTRATIVE ORGANIZATION; \*INDIVIDUALIZED CURRICULUM; SCHEDULE MODULES; \*TEACHER EDUCATION CURRICULUM; \*VOCATIONAL EDUCATION; COUNTY PROGRAMS; LEARNING ACTIVITIES; VOCATIONAL EDUCATION TEACHERS IDENTIFIERS - \*FLORIDA

ABSTRACT - THE ORGANIZATION OF VOCATIONAL EDUCATION IN DADE COUNTY, FLORIDA IS THE SUBJECT MATTER OF THIS MODULE IN A TEACHER EDUCATION CURRICULUM. THE THREE OBJECTIVES TO BE ACHIEVED BY EACH PARTICIPANT ARE TO: (1) DESCRIBE THE ADMINISTRATIVE ORGANIZATION OF THE VOCATIONAL DIVISION, (2) IDENTIFY AND DESCRIBE PROGRAM AREAS IN VOCATIONAL EDUCATION, AND (3) DESCRIBE THE LEVELS OF VOCATIONAL EDUCATION IN DADE COUNTY. PRE- AND POSTASSESSMENTS WITH ANSWER KEYS ARE INCLUDED AND EACH UNIT PROVIDES LEARNING ACTIVITIES. (AUTHOR/MU)

VT 100 442

A VOCATIONAL TEACHER EDUCATION MODULE. V. ED. I-2. ORIENTATION: IN-SERVICE. TENTATIVE DRAFT.

DADE COUNTY PUBLIC SCHOOLS, MIAMI, FLA. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JUL71 45P.

DESCRIPTORS - \*INDUSTRIAL EDUCATION; \*LEARNING ACTIVITIES; \*SCHEDULE MODULES; \*TEACHER EDUCATION CURRICULUM; \*TEACHER INTERNS; \*VOCATIONAL EDUCATION TEACHERS; INTERNSHIP PROGRAMS; VOCATIONAL EDUCATION IDENTIFIERS - \*FLORIDA

ABSTRACT - THE FUNCTIONS AND RESPONSIBILITIES OF INTERNS IN THE TEACHER EDUCATION PROGRAM OF FLORIDA ARE THE SUBJECT OF THIS MODULE IN THE TEACHER EDUCATION CURRICULUM. THREE SPECIFIC

OBJECTIVES DEFINING THE COURSE CONTENT ARE TO: (1) LIST THE REQUIREMENTS FOR CERTIFICATION, (2) RECOGNIZE B2 PERSONNEL AND DESCRIBE THEIR DUTIES, AND (3) DIFFERENTIATE BETWEEN INTERNSHIP AND STUDENT TEACHING. TESTS FOR PRE- AND POSTASSESSMENT AND LEARNING ACTIVITIES ARE INCLUDED.  
(AUTHOR/MU)

VT 100 443

A VOCATIONAL TEACHER EDUCATION MODULE. V. ED. IV-3. EFFECTIVE TEACHING PROCEDURES. TENTATIVE DRAFT.

DADE COUNTY PUBLIC SCHOOLS, MIAMI, FLA. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JUL71 28P.

DESCRIPTORS - \*LEARNING ACTIVITIES; \*SCHEDULE MODULES; \*TEACHER EDUCATION CURRICULUM; \*TEACHING PROCEDURES; \*VOCATIONAL EDUCATION TEACHERS; EFFECTIVE TEACHING IDENTIFIERS - \*FLORIDA

ABSTRACT - PROCEDURES IN EFFECTIVE TEACHING ARE THE SUBJECT OF THIS MODULE IN THE TEACHER EDUCATION CURRICULUM. THREE SPECIFIC OBJECTIVES DEFINING THE CONTENT ARE TO: (1) PREPARE STUDENTS AND FACILITIES FOR INSTRUCTION, (2) SUCCESSFULLY TEACH A 10-MINUTE MANIPULATIVE LESSON, AND (3) SUCCESSFULLY TEACH A 10-MINUTE RELATED LESSON. PRE- AND POSTASSESSMENTS AND LEARNING ACTIVITIES ARE INCLUDED.  
(AUTHOR/MU)

VT 100 450

DIVERSIFIED OCCUPATIONS COORDINATOR'S HANDBOOK.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.; CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 73 70P.

DESCRIPTORS - \*ADMINISTRATOR



GUIDES; \*ADMINISTRATOR ROLE;  
 \*COORDINATORS; \*PROGRAM GUIDES;  
 \*WORK EXPERIENCE PROGRAMS;  
 VOCATIONAL DEVELOPMENT; WORK-STUDY  
 PROGRAMS  
 IDENTIFIERS - \*SOUTH CAROLINA

ABSTRACT - THIS PROGRAM GUIDE FOR ADMINISTRATORS AND COORDINATORS IN THE SECONDARY SCHOOLS OF SOUTH CAROLINA IS DESIGNED TO HELP ESTABLISH OR IMPROVE DIVERSIFIED OCCUPATIONS PROGRAM. IN THESE PROGRAMS, STUDENTS IN REGULAR HIGH SCHOOLS RECEIVE ON-THE-JOB TRAINING UNDER SCHOOL SUPERVISION IN LOCAL INDUSTRIAL OR BUSINESS ESTABLISHMENTS FOR A PART OF THE DAY. GOALS, REQUIREMENTS, ROLES OF THE PARTICIPANTS, AND USE OF ADVISORY COMMITTEES ARE DETAILED. THE FUNCTIONS OF THE COORDINATOR ARE RELATED TO THE ENROLLMENT OF STUDENTS, THEIR PLACEMENT, THE SELECTION OF TRAINING STATIONS, AND THE SUPERVISION AND EVALUATION OF THE STUDENT ON THE JOB. PUBLIC RELATIONS, LEGAL REQUIREMENTS IN THE STATE, THE SCHOOL RECORDS AND REPORTS NEEDED BY THE SCHOOL SYSTEM ARE DESCRIBED. AN APPENDIX SUPPLIES REFERENCE MATERIALS FOR THE ADMINISTRATOR AND THE COORDINATOR. (MU)

#### VT 100 458

SMALL GASOLINE ENGINES. FLOAT TYPE CARBURETOR REPAIR: AN INDIVIDUAL INSTRUCTION MANUAL.

CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.; SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.  
 PUB DATE - 73 43P.

DESCRIPTORS - \*AUTO MECHANICS;  
 \*ENGINES; \*PROGRAMED TEXTS; \*STUDY GUIDES; \*TRADE AND INDUSTRIAL EDUCATION; MACHINE REPAIRMEN;  
 MANUALS; MECHANICS (PROCESS)

ABSTRACT - THIS PROGRAMED STUDY GUIDE IS FOR THE STUDENT'S USE FOLLOWING THE INTRODUCTORY CLASSES ON SMALL GASOLINE ENGINES AND AFTER

INSTRUCTION IN THE BASIC PRINCIPLES OF OPERATION OF SMALL ENGINES, PROPER USE OF HAND TOOLS, AND SHOP SAFETY. THE UNIT IS DESIGNED FOR INDIVIDUAL USE WITH A MINIMUM OF TEACHER INVOLVEMENT. EACH STUDENT SHOULD HAVE A MANUAL, A SMALL GASOLINE ENGINE, THE TOOLS LISTED, AND A SUFFICIENT WORK SPACE SO AS NOT TO BE CROWDED. FOR THE ENGINE PARTS IDENTIFICATION AND THE CARBURETOR PARTS, A PREPARED WORKSHEET WOULD BE OF VALUE. (AUTHOR/MU)

#### VT 100 459

OPERATING THE KNUCKLE-BOOM LOADER. A STUDENT TRAINING MANUAL AND INSTRUCTOR'S GUIDE.

CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.; SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.  
 PUB DATE - 72 38P. THIRD REVISION, 1972.

DESCRIPTORS - \*EDUCATIONAL EQUIPMENT; \*MECHANICAL SKILLS; \*SIMULATION; \*SIMULATORS; \*TRADE AND INDUSTRIAL EDUCATION; HYDRAULICS; POWER MECHANICS;  
 TEACHING GUIDES

ABSTRACT - THIS MANUAL IS FOR INSTRUCTOR'S USE IN PUTTING STUDENTS THROUGH A STEP-BY-STEP PROCEDURE TO DEVELOP DEXTERITY WITH LOADER CONTROLS AND A KNOWLEDGE OF LOADING TECHNIQUES, HYDRAULIC PRINCIPLES, AND SAFETY ON OR AROUND A LOADER. THE MANUAL IS KEYED SPECIFICALLY TO THE SCALE MODEL USED IN THE ILLUSTRATIONS PROVIDED. INSTRUCTORS WORKING WITH LOADERS THAT MAY DIFFER IN CONTROL SEQUENCE, OR LOCATION AND FUNCTION, MAY ADAPT THE MANUAL TO THEIR NEEDS. BEFORE PUTTING A STUDENT ON THE LOADER FOR OPERATIONAL PRACTICE HE SHOULD HAVE HAD INSTRUCTION IN PRINCIPLES OF HYDRAULICS, LOADING EQUIPMENT SAFETY, LIMITATIONS OF LOADERS, AND LOADER CONTROLS AS TO LOCATION, FUNCTION, AND OPERATION, INCLUDING STANDARD NAMES OF THE

MAJOR COMPONENTS OF THE KNUCKLE-BOOM LOADER. A LIST OF STANDARD NOMENCLATURE AND A SET OF SEVEN CONTROL EXERCISES ARE INCLUDED. (AUTHOR/MU)

VT 100 460

BARBER, ROBERT W., AND OTHERS  
MASONRY.

STANTON CAREER EDUCATION CENTER,  
JACKSONVILLE, FLA.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 1983P.

DESCRIPTORS - \*BRICKLAYERS;  
\*BRICKLAYING; \*CONSTRUCTION  
(PROCESS); \*MASONRY; \*TRADE AND  
INDUSTRIAL EDUCATION; BUILDING  
TRADES

ABSTRACT - ELEVEN LEARNING ACTIVITY PACKAGES TAKE THE BEGINNING STUDENT THROUGH THE FUNDAMENTALS OF MASONRY. THROUGH AN INTERDISCIPLINARY APPROACH THE COURSE CONTENT IS PRESENTED AS MATERIAL IN AREAS OF: (1) THE CRAFT ITSELF, (2) COMMUNICATIONS, (3) VOCATIONAL INFORMATION, (4) RELATED SCIENCE, AND (5) MATHEMATICS. EACH AREA IS PRESENTED AS A SECTION CONTAINING GOALS, OBJECTIVES, STUDENT ACTIVITIES, WORD LISTS, PRE- AND POSTTESTS, AND WORKSHEETS. (MU)

VT 100 496

USING THE RESULTS OF THE TRADE AND INDUSTRIAL EDUCATION ACHIEVEMENT TEST PROGRAM.

OHIO STATE DEPT. OF EDUCATION,  
COLUMBUS. TRADE AND INDUSTRIAL  
EDUCATION SERVICE.

MF AVAILABLE IN VT-ERIC SET.

INSTRUCTIONAL MATERIALS LABORATORY,  
THE OHIO STATE UNIVERSITY, 1885  
NEIL AVENUE, COLUMBUS, OH 43210.  
PUB DATE - 72 29P.

DESCRIPTORS - \*ACHIEVEMENT TESTS;  
\*OCCUPATIONAL TESTS; \*TEST RESULTS;  
\*TESTING; \*TESTING PROGRAMS;  
APTITUDE TESTS; PROGRAM EVALUATION;  
VOCATIONAL PROGRAMS  
IDENTIFIERS - \*OHIO TRADE  
INDUSTRIAL EDUCATION ACHIEVEMENT

## TEST

ABSTRACT - THIS ACHIEVEMENT TEST PROGRAM GIVES SCHOOL ADMINISTRATORS, SUPERVISORS, TEACHERS, AND COUNSELORS AN EFFECTIVE TOOL IN A VOCATIONAL PROGRAM. SOME OF ITS PURPOSES ARE TO: (1) HELP DETERMINE IF THE OBJECTIVES OF INSTRUCTION HAVE BEEN ACHIEVED, (2) IDENTIFY FACILITY AND EQUIPMENT DEFICIENCIES, (3) IDENTIFY STRENGTHS AND WEAKNESSES OF THE INSTRUCTION AND OF THE STUDENTS, AND (4) HELP EVALUATE REFERENCE MATERIALS. THE ENTIRE TEST BATTERY CONSISTS OF THE CALIFORNIA SHORT FORM TEST OF ACADEMIC APTITUDE AND TRADE ACHIEVEMENT TEST WHICH ALL STUDENTS ARE EXPECTED TO COMPLETE PLUS 12 TRADE ACHIEVEMENT TESTS. INSTRUCTIONS ARE GIVEN IN USES OF THE TEST BATTERY AND IN UTILIZING THE TEST RESULTS. A SHORT REPORTING IS MADE ON A STUDY OF THE TEST RESULTS AND COMPLETE REPORT IS AVAILABLE FOR \$1.00 FROM INSTRUCTION MATERIALS LABORATORY, OHIO STATE UNIVERSITY, TOWNSHEND HALL, 1885 NEIL AVE., COLUMBUS, OHIO 43210. (AUTHOR/MU)

VT 100 509

CURRICULUM GUIDE FOR BUILDING  
CONSTRUCTION.

OREGON STATE DEPT. OF EDUCATION,  
SALEM.

DOCUMENT NOT AVAILABLE IN VT-ERIC SET.

DOCUMENTS CLERK, STATE DEPARTMENT  
OF EDUCATION, 942 LANCASTER DR.,  
NE, SALEM, OR 97310 (\$2.50)  
PUB DATE - 72 271P.

DESCRIPTORS - \*BUILDING TRADES;  
\*CONSTRUCTION INDUSTRY; \*SKILLED  
OCCUPATIONS; \*TRADE AND INDUSTRIAL  
EDUCATION; \*VOCATIONAL EDUCATION;  
CARPENTERS; ENTRY WORKERS;  
PAINTING; ROOFING; SAFETY;  
SECONDARY GRADES

ABSTRACT - THIS CURRICULUM GUIDE FOR OREGON SECONDARY SCHOOLS PROVIDES THE COURSE CONTENT IN A PROGRAM PREPARING STUDENTS FOR A

VARIETY OF OCCUPATIONS IN THE BUILDING INDUSTRY. KNOWLEDGE OF MATERIALS, SKILL IN USE AND CARE OF TOOLS, AND AN UNDERSTANDING OF LAWS AND REGULATIONS AFFECTING THE INDUSTRY, OF BUILDING FUNCTIONS AND DESIGN, AND OF SAFETY PRACTICES ARE PRIMARY OBJECTIVES OF THE CONSTRUCTION CAREER CLUSTER PROGRAM. INSTRUCTIONAL SPECIFICATIONS FOR ENTRY-LEVEL SKILLS FOR THE SEVEN KEY OCCUPATIONS (CARPENTER, TROWEL TRADES, IRON WORKER, PIPE TRADES, FLOOR LAYER, PAINTER, AND ROOFER) ARE CATEGORIZED ACCORDING TO THEIR MOST COMMON CHARACTERISTIC; THUS, TO DEVELOP A FULLY INDIVIDUALIZED CURRICULUM, TEACHERS WILL HAVE TO USE BOTH THE TASK ANALYSIS AND THE INSTRUCTIONAL ANALYSIS PROVIDED. AN APPENDIX SUPPLIES AN ACCIDENT PREVENTION PROGRAM FOR SCHOOL SHOPS, LISTS OF TOOLS AND EQUIPMENT, AND A DIRECTORY OF MEDIA PRODUCERS AND DISTRIBUTORS. (AUTHOR/MU)

#### VT 100 511

CHAPMAN, ELWOOD N.  
WORK EXPERIENCE SURVIVAL KIT: THE BOOK NO WORK EXPERIENCE EDUCATION STUDENT SHOULD BE WITHOUT.

DOCUMENT NOT AVAILABLE IN VT-ERIC SET.

GOODYEAR PUBLISHING COMPANY, INC.,  
PACIFIC PALISADES, CALIFORNIA  
PUB DATE - 73 191P.

DESCRIPTORS - \*INSTRUCTIONAL MATERIALS; \*READING MATERIALS; \*TEXTBOOKS; \*WORK EXPERIENCE PROGRAMS; SECONDARY GRADES; WORK STUDY PROGRAMS

ABSTRACT - THIS BOOK WAS DESIGNED TO STRENGTHEN THE WORK EXPERIENCE PROGRAM AND ASSIST THE COORDINATOR IN PLANNING INSTRUCTION. IT IS INTENDED TO BE PRACTICAL AND SELF-INSTRUCTING SO THAT THE TRAINEE CAN STUDY AND BENEFIT FROM IT WITHOUT SUPERVISION FROM HIS COORDINATOR. CONTENTS INCLUDE: (1) A TOTAL OF 16 TOPICAL UNITS WITH CASE PROBLEMS CONTAINED IN EACH, (2) AN APPENDIX ENTITLED, "HOW TO GO ABOUT GETTING

A GOOD JOB," (3) DISCUSSION AND EXAMINATION QUESTIONS, (4) AUTHOR'S SUGGESTED ANSWERS TO CASE PROBLEMS, AND (5) ANSWERS TO DISCUSSION AND EXAMINATION QUESTIONS. (SN)

#### VT 100 512

CAMERON, CLIVE A.  
GOING METRIC WITH THE UNITED STATES PRINTING INDUSTRY.

ROCHESTER INST. OF TECH., N.Y.  
DOCUMENT NOT AVAILABLE IN VT-ERIC SET.

GRAPHIC ARTS RESEARCH CENTER,  
ROCHESTER INSTITUTE OF TECHNOLOGY,  
ROCHESTER, NEW YORK 14623  
PUB DATE - 72 175P.

DESCRIPTORS - \*GRAPHIC ARTS; \*MEASUREMENT; \*METRIC SYSTEM; \*STANDARDS; PRINTING; TEXTBOOKS

ABSTRACT - THIS TEXT ON THE METRIC SYSTEM IS AIMED AT READERS IN THE PRINTING AND ALLIED INDUSTRIES AND FOCUSES ON SPECIFIC APPLICATIONS OF THE SYSTEM TO THE FIELD OF GRAPHICS ARTS. APPEALING, AS WELL, TO THE GENERAL READER, ARE THE CHAPTERS DEALING WITH THE HISTORY OF SYSTEMS OF MEASUREMENT, THE INTERNATIONAL SYSTEM (SI) OF UNITS, METRICATION IN THE UNITED STATES, AND THE DIFFERING PATHS TAKEN BY JAPAN AND GREAT BRITAIN IN ADOPTING THE METRIC SYSTEM. THE EFFECTS OF METRIC STANDARDS ON MACHINERY AND EQUIPMENT IN THE INDUSTRY, TYPESETTING, PAPER, PACKAGING, AND PRINTING PRODUCTS AND PROCESSES ARE DESCRIBED. A WORLD MAP HIGHLIGHTING THOSE COUNTRIES NOT USING THE METRIC SYSTEM IS A SIGNIFICANT LOOK AT THE RELUCTANCE OF THE UNITED STATES AMONG THE OTHER LARGE NATIONS OF THE WORLD. THE BOOK IS A BEAUTIFUL EXAMPLE OF COLOR PAPER, PRINTING, AND BINDING. (MU)

#### VT 100 513

DIXON, EMERY H., ED.  
RECOMMENDATIONS FOR TEACHING WELDING: SETTING UP TRAINING PROGRAMS AND SHOPS.

HOBART SCHOOL OF WELDING  
TECHNOLOGY, TROY, OHIO.

DOCUMENT NOT AVAILABLE IN VT-ERIC SET.

EW-240

HOBART BROTHERS COMPANY, ATTN: BOOK DEPARTMENT, TROY, OHIO 45373  
PUB DATE - 71 67P.

DESCRIPTORS - \*PROGRAM GUIDES;  
\*TRADE AND INDUSTRIAL EDUCATION;  
\*WELDING; EDUCATIONAL EQUIPMENT;  
METAL WORKING OCCUPATIONS; RESOURCE MATERIALS; WELDERS  
IDENTIFIERS - \*HOBART SCHOOL OF TECHNOLOGY

ABSTRACT - THIS PROGRAM GUIDE FOR WELDING GIVES THE ADMINISTRATOR AND INSTRUCTOR SUGGESTIONS FOR PLANNING A WELDING PROGRAM, LAYING OUT THE WELDING SHOP, AND BUILDING SOME OF THE EQUIPMENT. VARIOUS TEACHING METHODS AND SOURCES OF TRAINING PUBLICATIONS ARE PROVIDED AS WELL AS SAMPLE COURSES, TAKEN FROM THE HOBART SCHOOL OF TECHNOLOGY CURRICULUM, WITH SUGGESTED NUMBER OF HOURS. PHOTOGRAPHS AND NUMEROUS WORKING DRAWINGS ILLUSTRATE THE TEXT. (MU)

VT 100 623

VOCATIONAL DRAFTING. AN INTEGRATED SECONDARY-POST SECONDARY CURRICULUM GUIDE AND TEST (TENTATIVE).

UTAH STATE BOARD FOR VOCATIONAL EDUCATION, SALT LAKE CITY.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 73 133P.

DESCRIPTORS - \*STATE CURRICULUM GUIDES; \*DRAFTING; \*SECONDARY EDUCATION; \*POST SECONDARY EDUCATION; \*INDUSTRIAL ARTS

ABSTRACT - THIS STATE CURRICULUM GUIDE PROVIDES A TOTALLY ARTICULATED COURSE OF STUDY IN DRAFTING WHICH INCORPORATES INFORMATION AND TECHNIQUES TO BE INCLUDED IN SECONDARY AND POSTSECONDARY CLASSES. OBJECTIVES OF THE GUIDE ARE RELATED TO THE STATE'S ADOPTED GOALS OF EDUCATION: A CONTINUITY OF INTELLECTUAL, ETHICAL, MORAL, AND PRODUCTIVE MATURITY. THE CONTENTS INCLUDE FOUR GENERAL AREAS: (1) BASIC DRAFTING,

(2) BASIC ARCHITECTURAL DRAFTING, (3) ELECTRONIC DRAFTING, AND (4) WELDING REPRESENTATION. THE APPENDIX CONTAINS TESTS WITH ANSWERS, SUGGESTED LISTS OF EQUIPMENT AND SUPPLIES FOR SCHOOLS, AND A LIST OF PERSONAL DRAFTING EQUIPMENT. (MU)

VT 100 631

CIVIL TECHNOLOGY AUDIO-VISUAL MATERIALS.

LAKE REGION JUNIOR COLL., DEVILS LAKE, N.D. DEPT. OF CIVIL TECHNOLOGY.  
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.; NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION, BISMARCK.  
MF AVAILABLE IN VT-ERIC SET.  
DEPARTMENT OF CIVIL TECHNOLOGY, LAKE REGION JUNIOR COLLEGE, DEVILS LAKE, N.D. 58301  
PUB DATE - 73 5P.

DESCRIPTORS - \*AUDIOVISUAL AIDS;  
\*CIVIL ENGINEERING; ROAD CONSTRUCTION; \*RESOURCE GUIDES;  
\*RESOURCE MATERIALS  
IDENTIFIERS - \*CIVIL TECHNOLOGY

ABSTRACT - THIS RESOURCE GUIDE CONTAINS A LISTING OF ALL OF THE AUDIO-VISUAL MATERIALS AVAILABLE FOR LOAN OR DUPLICATION IN THE AREA OF CIVIL TECHNOLOGY AT THE LAKE REGION JUNIOR COLLEGE AS OF SEPTEMBER 1, 1973. ANNOTATED SUMMARIES OF THE CONTENT OF THE MATERIALS ENTERED ARE INCLUDED. (SN)

VT 100 632

AUTO MECHANICS; AN INTEGRATED SECONDARY-POST SECONDARY CURRICULUM GUIDE AND TEST (TENTATIVE).

UTAH STATE BOARD FOR VOCATIONAL EDUCATION, SALT LAKE CITY.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 73 107P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*AUTO MECHANICS; \*TRADE AND INDUSTRIAL EDUCATION; POSTSECONDARY EDUCATION; SECONDARY GRADES;  
\*INTEGRATED CURRICULUM; INDUSTRIAL

## ARTS

## IDENTIFIERS - UTAH

ABSTRACT - THE OUTCOME OF A THREE-WEEK WORKSHOP AT UTAH TECHNICAL COLLEGE, THIS CURRICULUM GUIDE WAS DEVELOPED TO PROVIDE ARTICULATION BETWEEN THE SECONDARY AND POST-SECONDARY SCHOOLS OFFERING VOCATIONAL-TECHNICAL EDUCATION IN THE STATE OF UTAH. THIS PARTICULAR GUIDE WAS DESIGNED MERELY AS A RESOURCE AID FOR USE IN THE TEACHING OF AUTO MECHANICS, THUS, NO SPECIFIC DIRECTIONS ARE GIVEN FOR IMPLEMENTING THE INSTRUCTION OF THE CONTENT PROVIDED THEREIN. INCLUDED ARE THE TEN INSTRUCTIONAL UNITS TO BE COVERED, THE PURPOSE OF EACH OF THE UNITS, THE SUBUNITS NEEDED TO COVER EACH UNIT, AND OBJECTIVES FOR EACH UNIT WRITTEN IN BEHAVIORAL TERMS. (SN)

## VT 100 633

MACHINE SHOP; AN INTEGRATED SECONDARY-POST SECONDARY CURRICULUM GUIDE. PLAN OF INSTRUCTION (TECHNICAL TRAINING).

UTAH STATE BOARD FOR VOCATIONAL EDUCATION, SALT LAKE CITY.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 73 79P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*TRADE AND INDUSTRIAL EDUCATION;  
VOCATIONAL EDUCATION; \*COURSE  
CONTENT; \*INTEGRATED CURRICULUM;  
MACHINE REPAIRMEN; SECONDARY  
GRADES; POSTSECONDARY EDUCATION;  
AUTO MECHANICS  
IDENTIFIERS - \*MACHINE SHOP; UTAH

ABSTRACT - THIS CURRICULUM GUIDE WAS DEVELOPED TO FACILITATE ARTICULATION OF INSTRUCTION IN THE FIELD OF AUTOMOTIVE MACHINE SHOP BETWEEN UTAH'S SECONDARY AND POSTSECONDARY SCHOOLS OF VOCATIONAL-TECHNICAL EDUCATION. THE PROGRAM DESCRIBED IS DESIGNED TO ELEVATE THE KNOWLEDGE LEVEL OF STUDENTS WITH LIMITED SKILLS IN THE AREA TO A SALEABLE SKILL LEVEL. IT WOULD ALLOW STUDENT PARTICIPANTS TO BEGIN THE COURSE IN HIGH SCHOOL WITH THE OPTION OF EITHER

COMPLETING IT THERE OR CONTINUING IT IN A POSTSECONDARY SCHOOL WITHOUT HAVING TO REPEAT THOSE SECTIONS WHICH THEY HAD ALREADY SUCCESSFULLY COMPLETED. SPECIFIC CONTENTS INCLUDE: (1) AN EXPLANATION OF AND INSTRUCTIONS FOR USING THE GUIDE, (2) THE COURSE CONTENT, AND (3) THE SEVEN INSTRUCTIONAL UNITS TO BE COVERED IN THE PROGRAM. (SN)

## VT 100 634

GRAPHIC COMMUNICATIONS-PRINTING; AN INTEGRATED SECONDARY-POST SECONDARY CURRICULUM GUIDE (TENTATIVE).

UTAH STATE BOARD FOR VOCATIONAL EDUCATION, SALT LAKE CITY.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 73 100P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
SECONDARY GRADES; POST SECONDARY  
GRADES; \*INTEGRATED CURRICULUM;  
\*PRINTING; \*GRAPHIC ARTS;  
INDUSTRIAL ARTS  
IDENTIFIERS - UTAH

ABSTRACT - THIS TENTATIVE CURRICULUM GUIDE DESCRIBED THE COURSE CONTENT AND USES THEREOF IN FACILITATING THE ARTICULATION OF INSTRUCTION IN THE AREA OF GRAPHIC COMMUNICATION AND PRINTING BETWEEN UTAH'S SECONDARY AND POSTSECONDARY SCHOOLS OF VOCATIONAL-TECHNICAL EDUCATION. IT IS INTENDED THAT ALL OF THE FOUR INSTRUCTIONAL UNITS AND OBJECTIVES OUTLINED IN THE GUIDE BE TAUGHT AT THE HIGH SCHOOL LEVEL; HOWEVER, SHOULD STUDENTS NOT COMPLETE THE GIVEN TASKS, THEY HAVE THE OPTION OF CONTINUING THE PROGRAM IN A POSTSECONDARY SCHOOL WITHOUT HAVING TO REPEAT THAT WHICH HAS ALREADY BEEN SUCCESSFULLY MASTERED. TOPICS OF THE UNITS TO BE COVERED INCLUDE: (1) INTRODUCTION TO LETTERPRESS, (2) INTRODUCTION TO OFFSET, (3) INTRODUCTION TO ADVANCED PRINTING, AND (4) VOCATIONAL GRAPHICS COMMUNICATIONS PRINTING. (SN)

## VT 100 636

VOCATIONAL ELECTRONICS; AN INTEGRATED SECONDARY-POST SECONDARY



## CURRICULUM GUIDE (TENTATIVE).

UTAH STATE BOARD FOR VOCATIONAL  
EDUCATION, SALT LAKE CITY.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - AUG71 258P.

DESCRIPTORS - \*ELECTRICITY;  
\*ELECTRONICS; \*TECHNICAL EDUCATION;  
\*CURRICULUM GUIDES; \*ELECTRICAL  
OCCUPATIONS  
IDENTIFIERS - \*UTAH

ABSTRACT - DEVELOPED IN SUMMER  
WORKSHOPS, THIS STATE CURRICULUM  
GUIDE SEEKS TO PROVIDE ARTICULATION  
BETWEEN SECONDARY AND POSTSECONDARY  
VOCATIONAL SCHOOLS IN UTAH. ELEVEN  
UNITS OF STUDY IN DIRECT CURRENT  
ELECTRICITY INCLUDE BEHAVIORAL  
OBJECTIVES, TEST QUESTIONS, AND  
LABORATORY ACTIVITIES FOR: (1) AN  
INTRODUCTION, (2) MATHEMATICS, (3)  
PHYSICS, (4) BASIC TERMS, (5)  
MEASURING INSTRUMENTS, (6) LAWS,  
(7) CIRCUIT ANALYSIS, (8)  
MAGNETISM, (9) METER MOVEMENTS,  
(10) INDUCTANCE, AND (11)  
CAPACITANCE. EIGHT UNITS OF STUDY  
IN ALTERNATING CURRENT ELECTRICITY  
INCLUDE BEHAVIORAL OBJECTIVES AND  
TEST QUESTIONS FOR: (1) AN  
INTRODUCTION, (2) VECTORS, (3)  
INDUCTIVE REACTANCE AND IMPEDANCE,  
(4) CAPACITIVE REACTANCE AND  
IMPEDANCE, (5) SERIES COMBINATIONS,  
(6) PARALLEL COMBINATIONS, (7) A-C  
CIRCUIT AND ANALYSIS, AND (8)  
TRANSFORMER THEORY AND APPLICATION.  
(MU)

VT 100 637  
VOCATIONAL INDUSTRIAL CLUBS OF  
AMERICA; HANDBOOK.

UTAH STATE BOARD FOR VOCATIONAL  
EDUCATION, SALT LAKE CITY.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JUL73 194P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL  
EDUCATION; \*YOUTH CLUBS; \*STUDENT  
ORGANIZATIONS; PERSONAL GROWTH;  
\*VOCATIONAL DEVELOPMENT; \*SOCIAL  
DEVELOPMENT  
IDENTIFIERS - \*VOCATIONAL  
INDUSTRIAL CLUBS OF AMERICA; VICA;  
UTAH

ABSTRACT - THIS STATE HANDBOOK IS  
DESIGNED TO GIVE TEACHERS AND  
STUDENTS IN UTAH'S TRADE AND  
INDUSTRIAL EDUCATION CLASSES A  
GUIDE FOR CONDUCTING VOCATIONAL  
INDUSTRIAL CLUBS OF AMERICA (VICA)  
MEETINGS AND ACTIVITIES. THE  
MATERIALS FOR A WELL-ORGANIZED AND  
FUNCTIONAL CLUB INCLUDE: (1)  
INFORMATION ABOUT THE UTAH CLUBS,  
(2) INFORMATION ABOUT THE CLUB  
SYMBOLISM, GOALS, AND OFFICER  
DUTIES, (3) STRUCTURE AND OPERATION  
OF A CLUB, AND (4) PROGRAMS AND  
SUGGESTED ACTIVITIES. AN APPENDIX  
CONTAINS AN ADVISOR'S GUIDE,  
INSTALLATION CEREMONY AND  
CONSTITUTION, RULES FOR CLUB  
CONTESTS, A COURSE OF STUDY, AND  
REFERENCE MATERIALS. (MU)

VT 100 644  
INDUSTRIAL EDUCATION SAFETY GUIDE.  
RECOMMENDATIONS AND UTAH  
OCCUPATIONAL SAFETY AND HEALTH ACT  
(OSHA) STANDARDS.

UTAH STATE BOARD FOR VOCATIONAL  
EDUCATION, SALT LAKE CITY.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 74 176P.

DESCRIPTORS - \*SAFETY; \*SAFETY  
EDUCATION; \*INDUSTRIAL EDUCATION;  
\*STANDARDS; SAFETY EQUIPMENT;  
SCHOOL SAFETY; ACCIDENT PREVENTION  
IDENTIFIERS - \*UTAH OCCUPATIONAL  
SAFETY AND HEALTH ACT; OSHA

ABSTRACT - THE GUIDE CONTAINS AN  
ABRIDGMENT OF SELECTED UTAH  
OCCUPATIONAL SAFETY AND HEALTH ACT  
(OSHA) STANDARDS WITH  
RECOMMENDATIONS FOR USE IN  
INDUSTRIAL EDUCATION CLASSES. IT  
SHOULD ASSIST INDUSTRIAL EDUCATION  
INSTRUCTORS, SUPERVISORS, AND  
ADMINISTRATORS TO ORGANIZE,  
EVALUATE, AND MAINTAIN APPROPRIATE  
SAFETY PROGRAMS. TOPICS WHICH ARE  
COVERED INCLUDE: (1) LEGISLATION,  
(2) LEVELS OF RESPONSIBILITY, (3)  
LIABILITY, (4) NEGLIGENCE, (5)  
SAFETY PROGRAM, (6) SAFETY AND  
HEALTH INSPECTIONS, (7) OSHA  
STANDARDS AND SAFETY  
RECOMMENDATIONS, (8) SAMPLE RECORDS

AND FORMS, AND (9) EMPLOYMENT OF MINORS. AN EXTENDED APPENDIX CONTAINS LEGISLATIVE ACTS, LISTS OF RESOURCES, REPORT FORMS, SAFETY CHARTS, AND CHILD LABOR LAW PROVISIONS. (AUTHOR/MU)

#### VT 100 668

BUILDING CONSTRUCTION. AN INTEGRATED SECONDARY-POST SECONDARY CURRICULUM GUIDE AND TEST. (TENTATIVE).

UTAH STATE BOARD FOR VOCATIONAL EDUCATION, SALT LAKE CITY.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 73 148P.

DESCRIPTORS - \*STATE CURRICULUM GUIDES; \*BUILDING TRADES; \*TRADE AND INDUSTRIAL EDUCATION; \*CONSTRUCTION (PROCESS); SECONDARY GRADES; POST SECONDARY EDUCATION; MASONRY; CARPENTERS IDENTIFIERS - \*UTAH

ABSTRACT - QUALITATIVE REQUIREMENTS FOR BUILDING CONSTRUCTION CLASSES ARE REFLECTED IN THIS STATE CURRICULUM GUIDE FOR USE IN UTAH SCHOOLS IN SECONDARY AND POSTSECONDARY GRADES. IT IS DESIGNED SO THAT A STUDENT MAY BEGIN THE COURSE IN THE HIGH SCHOOL AND COMPLETE IT IN A POSTSECONDARY SCHOOL WITHOUT REPEATING MATERIAL ALREADY MASTERED. NINE UNITS CONTAINING OBJECTIVES, CONTENT, SUB-UNITS OF SUBJECT MATTER, AND TESTS COVER THE FOLLOWING AREAS: (1) ORIENTATION, (2) BLUEPRINTS, (3) SAFETY, (4) TOOLS, (5) CONCRETE AND FORMS, (6) BUILDING MATERIALS, (7) FLOORS, (8) ROOF FRAMING, AND (9) FINISHING. MANY WORKING DRAWINGS ILLUSTRATE THE SUBJECT MATTER. (AUTHOR/MU)

#### VT 100 670

WISCONSIN GUIDE TO LOCAL CURRICULUM IMPROVEMENT IN INDUSTRIAL EDUCATION, K-12.

WISCONSIN STATE DEPT. OF PUBLIC INSTRUCTION, MADISON.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.

BULL-3541

PUB DATE - ND 31P.

DESCRIPTORS - \*CURRICULUM GUIDES; \*PROGRAM PLANNING; \*INDUSTRIAL EDUCATION; SECONDARY GRADES; ELEMENTARY GRADES; CURRICULUM PLANNING; \*CURRICULUM DEVELOPMENT IDENTIFIERS - \*WISCONSIN

ABSTRACT - DEVELOPED PRIMARILY TO ASSIST WISCONSIN SCHOOL PERSONNEL IN PLANNING COMPREHENSIVE INDUSTRIAL EDUCATION PROGRAMS, THIS GUIDE PRESENTS CURRICULUM IDEAS AND MATERIALS WHICH MAY BE ADAPTED AND USED IN DEVELOPING INDIVIDUALIZED OR INTEGRATED PROGRAMS IN GRADES K-12. SPECIFIC CONTENTS OF THE GUIDE INCLUDE, IN ADDITION TO AN INTRODUCTORY OVERVIEW, INFORMATION ON THE TOPICS: (1) WHY INDUSTRIAL EDUCATION, (2) WHAT IS INDUSTRY, (3) OBJECTIVES AND CONTENT ORGANIZERS, (4) USING THE GUIDE FOR LOCAL CURRICULUM PLANNING, DEVELOPMENT, AND REVIEW, (5) EXAMPLES OF SUB-OBJECTIVES AND ACTIVITIES, AND (6) PROVISIONS FOR LEARNERS TO INTERACT, MAKE JUDGMENTS, AND DRAW PERSONAL CONCLUSIONS. SUPPLEMENTARY REFERENCES AND A BIBLIOGRAPHY ARE PROVIDED IN ORDER TO GIVE FURTHER DIRECTION AND GUIDANCE. (SN)

#### VT 100 673

LEWIS, WILFRED B.  
ARMY PUBLICATIONS IDENTIFIED FOR THEIR POTENTIAL VALUE IN PUBLIC SCHOOL VOCATIONAL EDUCATION PROGRAMS. AN ANNOTATED BIBLIOGRAPHY.

VIRGINIA POLYTECHNIC INST. AND STATE UNIV., BLACKSBURG. DIV. OF VOCATIONAL-TECHNICAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JUN72 79P.

DESCRIPTORS - \*ANNOTATED BIBLIOGRAPHIES; \*ARMED FORCES; \*PUBLICATIONS; \*VOCATIONAL EDUCATION; MILITARY ORGANIZATION; INDEXES (LOCATORS) IDENTIFIERS - \*ARMY

ABSTRACT - THE ANNOTATED

BIBLIOGRAPHY AND INDEXES CONTAINED IN THIS PUBLICATION ARE THE RESULTS OF A RESEARCH EFFORT CONDUCTED IN AN EFFORT TO PROVIDE DATA WHICH MIGHT BE USED TO SUPPORT THE CONTENTION THAT ARMY MATERIALS CAN BE USED IN A BENEFICIAL MANNER BY PERSONS INVOLVED IN PUBLIC SCHOOL VOCATIONAL EDUCATION PROGRAMS. TO BEGIN WITH, FIFTY ARMY PUBLICATIONS WHOSE CONTENT WAS ADJUDGED TO BE MOST NEARLY CONGRUENT WITH CURRENT PUBLIC SCHOOL VOCATIONAL EDUCATION PROGRAM REQUIREMENTS WERE IDENTIFIED AND A MEASURE OF THEIR READABILITY CALCULATED FOR DETERMINING THE READING EASE INDEX. DETAILED EXPLANATIONS OF THE METHODOLOGY USED, THE ARMY PUBLICATIONS EXAMINED, AND THE CONCLUSIONS AND RECOMMENDATIONS REACHED ARE INCLUDED IN THE DOCUMENT IN ADDITION TO THE BIBLIOGRAPHY AND INDEXES ENTERED. (AUTHOR/SN)

VT 100 676

LOLUCCI, LEONARD  
AUTOBODY AND FENDER REPAIR.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB. NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION. IF AVAILABLE IN VT-ERIC SET. NEW JERSEY VOCATIONAL TECHNICAL CURRICULUM LABORATORY, BLDG. 4103, KILMER CAMPUS, RUTGERS UNIV., NEW BRUNSWICK, N.J. 08903 (\$2.50) PUB DATE - FEB74 199P.

DESCRIPTORS - \*TECHNICAL EDUCATION; AUTO BODY REPAIRMEN; \*TRADE AND INDUSTRIAL EDUCATION; \*MOTOR VEHICLES; AUTO MECHANICS (OCCUPATION); WELDING; SHEET METAL WORK; HAND TOOLS; MACHINE TOOLS

ABSTRACT - THIS STUDENT MANUAL PROVIDES A SUPPLEMENTARY TEXTBOOK FOR THE VOCATIONAL OR TECHNICAL EDUCATION STUDENT WHO IS ENROLLED IN AN AUTO REPAIR COURSE. A TOTAL OF 67 LESSONS ARE GROUPED INTO THE FOLLOWING SEVEN INSTRUCTIONAL UNITS: (1) BODY AND FRAME CONSTRUCTION, (2) TRIM AND

HARDWARE, (3) HAND TOOLS, (4) METAL STRAIGHTENING TOOLS, (5) POWER TOOLS, (6) SHEET METAL DAMAGE REPAIR, AND (7) OXYACETYLENE WELDING. EACH LESSON NAMES ITS TOPIC AND INCLUDES THE OBJECTIVE, TEXTUAL INFORMATION, AND AN ASSIGNMENT IN THE FORM OF QUESTIONS DEALING WITH THE LESSON. A LINE DRAWING, ILLUSTRATING THE WORK OF THE LESSON, IS INCORPORATED INTO THE TEXT OF EACH LESSON. ACHIEVEMENT TESTS FOR EACH OF THE SEVEN UNITS ARE INCLUDED. (MU)

VT 100 677

LONG, MELVIN J.  
CONCRETE CONSTRUCTION. A SYLLABUS.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB. NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION. IF AVAILABLE IN VT-ERIC SET. NEW JERSEY VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, BLDG. 4103, KILMER CAMPUS, RUTGERS UNIV., NEW BRUNSWICK, N.J. 08903 (\$1.50) PUB DATE - OCT73 43P.

DESCRIPTORS - \*TECHNICAL EDUCATION; \*CONSTRUCTION (PROCESS); \*STRUCTURAL BUILDING SYSTEMS; \*VOCATIONAL EDUCATION; \*BUILDING DESIGN; DESIGN; BUILDING MATERIALS; ARCHITECTURAL ELEMENTS

ABSTRACT - FOR USE IN A 2-YEAR ASSOCIATE DEGREE CIVIL ENGINEERING PROGRAM IN A COMMUNITY COLLEGE OR TECHNICAL INSTITUTE, THIS 12-WEEK COURSE IS DEVOTED TO DESIGN AND ON-THE-JOB CONSTRUCTION PRACTICES IN THE FIELD OF REINFORCED CONCRETE STRUCTURES. BEHAVIORAL OBJECTIVES, A TOPICAL OUTLINE, METHODOLOGY (INCLUDING TEXTS AND REFERENCES), STUDENT REQUIREMENTS AND ACTIVITIES, A SET OF CRITERIA FOR THE FINAL GRADE, AND SIX DETAILED UNIT OUTLINES MAKE UP THE SYLLABUS. THE SIX UNITS COVER MATERIAL ON CONSTRUCTION MATERIALS, DESIGN THEORY, CODE REQUIREMENTS, SUPERSTRUCTURE AND SUBSTRUCTURE MEMBERS, AND FORMWORK. (MU)

## VT 100 678

GERSHON, THEODORE J.  
A HANDBOOK FOR EMPLOYMENT  
ORIENTATION TEACHERS OF SPECIAL  
NEEDS STUDENTS.

RUTGERS, THE STATE UNIV., NEW  
BRUNSWICK, N.J. CURRICULUM LAB.  
NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - OCT 73 34P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; \*SPECIAL EDUCATION;  
\*VOCATIONAL DEVELOPMENT; \*PROGRAM  
DEVELOPMENT; MANUALS; \*PROGRAM  
PLANNING  
IDENTIFIERS - \*NEW JERSEY

ABSTRACT - THE PROGRAM OF  
EMPLOYMENT ORIENTATION IN NEW  
JERSEY FOR STUDENTS WHO REQUIRE  
SPECIAL EDUCATION IS DESCRIBED.  
OBJECTIVES OF THE PROGRAM, A  
CLASSIFICATION OF THE VARIOUS  
SPECIAL EDUCATION STUDENTS, AND  
OPERATIONAL DEFINITIONS FOR THE  
STATE INTRODUCE THE MATERIAL. THE  
NATURE AND SPECIAL NEEDS OF  
HANDICAPPED STUDENTS ARE DISCUSSED  
AND PROBLEMS ASSOCIATED WITH  
TEACHING THE HANDICAPPED ARE  
CONSIDERED. CAREER DEVELOPMENT IN  
THE STATE BEGINS WITH THE  
TECHNOLOGY FOR CHILDREN PROGRAM  
LEADING TO THE INTRODUCTION TO  
VOCATIONS PROGRAM. A THIRD PHASE IS  
THE EMPLOYMENT ORIENTATION PROGRAM  
OF THIS HANDBOOK WHICH STRIVES FOR  
BASIC SKILLS APPLICABLE TO MANY  
AREAS OF EMPLOYMENT RATHER THAN  
SPECIAL JOB SKILLS. IN THIS EFFORT  
BOTH A SIMULATED WORK PROGRAM AND  
ONE OF BASIC SKILLS TRAINING ARE  
USED. ON THE SECONDARY LEVEL,  
VOCATIONAL PROGRAMS FOR SPECIAL  
NEEDS PUPILS INCLUDE SEPARATE  
CURRICULUMS, INTEGRATED  
CURRICULUMS, AND A COMBINATION OF  
EACH. (MU)

## VT 100 690

MANUFACTURING CLUSTER GUIDE.  
VOCATIONAL EDUCATION/SPECIAL  
EDUCATION PROJECT.

CENTRAL MICHIGAN UNIV., MOUNT  
PLEASANT.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.; MICHIGAN STATE  
DEPT. OF EDUCATION, LANSING.  
VOCATIONAL EDUCATION AND CAREER  
DEVELOPMENT SERVICE.  
DOCUMENT NOT AVAILABLE IN VT-ERIC  
SET.  
PUB DATE - 73 159P.

DESCRIPTORS - \*TEACHING GUIDES;  
\*VOCATIONAL EDUCATION; EXCEPTIONAL  
STUDENTS; INSTRUCTIONAL UNITS;  
\*MACHINE TOOLS; MANUFACTURING;  
OCCUPATIONAL INFORMATION;  
DISADVANTAGED GROUPS; TASK  
ANALYSIS; \*WELDING; \*METAL WORKING  
OCCUPATIONS

ABSTRACT - THIS TEACHING GUIDE IS  
ONE OF A SERIES FOCUSING UPON THE  
PREPARATION OF PERSONS WITH SPECIAL  
EDUCATIONAL NEEDS. A TASK ANALYSIS  
DEFINES COMMON CLUSTERS OF TASKS IN  
THE FIELD OF MANUFACTURING WHICH  
INCLUDES THE FOLLOWING SUBCLUSTERS:  
(1) COMBINATION WELDING, (2)  
MACHINE TOOL PROCESSES, AND (3)  
SOFT MATERIALS PROCESSES. EACH  
SUBCLUSTER PRESENTS A NUMBER OF  
TASKS, AND AN INSTRUCTIONAL UNIT  
SUPPLIES THE TEACHER WITH A MULTI-  
PART TEACHING GUIDE FOR EACH TASK.  
A TASK SHEET FOR EACH STUDENT  
CARRIES A PROGRESS REPORT AND  
CONTAINS SKILLS TO BE GAINED,  
INSTRUCTIONAL AND REFERENCE  
MATERIALS, LANGUAGE KNOWLEDGE  
REQUIRED FOR THE TASK, AND  
SUGGESTIONS FOR DISCUSSION WITH THE  
STUDENT CONCERNED. A BIBLIOGRAPHY  
IS KEYED TO THE TEACHING GUIDE AND  
AN APPENDIX CONTAINS CODES FOR  
INTERPRETING THE VARIOUS NUMBERS  
FOUND IN THE TASK SHEETS. (MU)

## VT 100 692

GRAPHICS AND COMMUNICATION MEDIA  
CLUSTER GUIDE. VOCATIONAL  
EDUCATION/SPECIAL EDUCATION  
PROJECT.

CENTRAL MICHIGAN UNIV., MOUNT  
PLEASANT.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.; MICHIGAN STATE  
DEPT. OF EDUCATION, LANSING.

VOCATIONAL EDUCATION AND CAREER  
DEVELOPMENT SERVICE.

DOCUMENT NOT AVAILABLE IN VT-ERIC  
SET.

PUB DATE - 73 239P.

DESCRIPTORS - \*TEACHING GUIDES;  
\*VOCATIONAL EDUCATION; EXCEPTIONAL  
STUDENTS; INSTRUCTIONAL UNITS;  
\*GRAPHIC ARTS; \*DRAFTING;  
\*PRINTING; DISADVANTAGED GROUPS;  
TASK ANALYSIS; PHOTOGRAPHY;  
OCCUPATIONAL INFORMATION

ABSTRACT - THIS TEACHING GUIDE IS  
ONE OF A SERIES FOCUSING UPON THE  
PREPARATION OF PERSONS WITH SPECIAL  
EDUCATIONAL NEEDS. A TASK ANALYSIS  
DEFINES COMMON CLUSTERS OF TASKS IN  
THE FIELD OF GRAPHICS AND  
COMMUNICATION MEDIA WHICH INCLUDES  
THE FOLLOWING SUBCLUSTERS: (1)  
BOOKBINDING, (2) SCREEN PRINTING,  
(3) OFFSET LITHOGRAPHY, (4)  
LETTERPRESS PRINTING, (5)  
COMMERCIAL PHOTOGRAPHY, AND (6)  
DRAFTING. EACH SUBCLUSTER PRESENTS  
A NUMBER OF TASKS, AND AN  
INSTRUCTIONAL UNIT SUPPLIES THE  
TEACHER WITH A MULTI-PART TEACHING  
GUIDE FOR EACH TASK. A TASK SHEET  
FOR EACH STUDENT CARRIES A PROGRESS  
REPORT AND CONTAINS SKILLS TO BE  
GAINED, INSTRUCTIONAL AND REFERENCE  
MATERIALS, LANGUAGE KNOWLEDGE  
REQUIRED FOR THE TASK, AND  
SUGGESTIONS FOR DISCUSSION WITH THE  
STUDENT CONCERNED. A BIBLIOGRAPHY  
IS KEYED TO THE TEACHING GUIDE AND  
AN APPENDIX CONTAINS CODES FOR  
INTERPRETING THE VARIOUS NUMBERS  
FOUND IN THE TASK SHEETS. (MU)

VT 100 696

AUTOMOTIVE AND POWER SERVICES  
CLUSTER GUIDE. VOCATIONAL  
EDUCATION/SPECIAL EDUCATION  
PROJECT.

CENTRAL MICHIGAN UNIV., MOUNT  
PLEASANT.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.; MICHIGAN STATE  
DEPT. OF EDUCATION, LANSING.  
VOCATIONAL EDUCATION AND CAREER  
DEVELOPMENT SERVICE.  
DOCUMENT NOT AVAILABLE IN VT-ERIC  
SET.

PUB DATE - 73 240P.

DESCRIPTORS - \*TEACHING GUIDES;  
\*VOCATIONAL EDUCATION; EXCEPTIONAL  
STUDENTS; INSTRUCTIONAL UNITS;  
\*AUTO MECHANICS; \*TRADE AND  
INDUSTRIAL EDUCATION; \*APPLIANCE  
REPAIRING; DISADVANTAGED GROUPS;  
TASK ANALYSIS; AIR CONDITIONING  
EQUIPMENT; OCCUPATIONAL INFORMATION

ABSTRACT - THIS TEACHING GUIDE IS  
ONE OF A SERIES FOCUSING UPON THE  
PREPARATION OF PERSONS WITH SPECIAL  
EDUCATIONAL NEEDS. A TASK ANALYSIS  
DEFINES COMMON CLUSTERS OF TASKS IN  
THE FIELD OF AUTOMOTIVE AND POWER  
SERVICE WHICH INCLUDES THE  
FOLLOWING SUBCLUSTERS: (1) AUTO  
MECHANICS, (2) AUTO BODY REPAIR,  
(3) SMALL ENGINE REPAIR, (4)  
APPLIANCE REPAIR, AND (5) AIR  
CONDITIONING. EACH SUBCLUSTER  
PRESENTS A NUMBER OF TASKS, AND AN  
INSTRUCTIONAL UNIT SUPPLIES THE  
TEACHER WITH A MULTI-PART TEACHING  
GUIDE FOR EACH TASK. A TASK SHEET  
FOR EACH STUDENT CARRIES A PROGRESS  
REPORT AND CONTAINS SKILLS TO BE  
GAINED, INSTRUCTIONAL AND REFERENCE  
MATERIALS, LANGUAGE KNOWLEDGE  
REQUIRED FOR THE TASK, AND  
SUGGESTIONS FOR DISCUSSION WITH THE  
STUDENT CONCERNED. A BIBLIOGRAPHY  
IS KEYED TO THE TEACHING GUIDE AND  
AN APPENDIX CONTAINS CODES FOR  
INTERPRETING THE VARIOUS NUMBERS  
FOUND IN THE TASK SHEETS. (MU)

VT 100 698

CONSTRUCTION CLUSTER GUIDE.  
VOCATIONAL EDUCATION/SPECIAL  
EDUCATION PROJECT.

CENTRAL MICHIGAN UNIV., MOUNT  
PLEASANT.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.; MICHIGAN STATE  
DEPT. OF EDUCATION, LANSING.  
VOCATIONAL EDUCATION AND CAREER  
DEVELOPMENT SERVICE.  
DOCUMENT NOT AVAILABLE IN VT-ERIC  
SET.  
PUB DATE - 73 244P.

DESCRIPTORS - \*TEACHING GUIDES;  
\*VOCATIONAL EDUCATION; EXCEPTIONAL  
STUDENTS; INSTRUCTIONAL UNITS;



\*CARPENTERS; \*TRADE AND INDUSTRIAL EDUCATION; DISADVANTAGED GROUPS; TASK ANALYSIS; \*CONSTRUCTION (PROCESS); BUILDING TRADES; CABINET MAKING; OCCUPATIONAL INFORMATION

ABSTRACT - THIS TEACHING GUIDE IS ONE OF A SERIES FOCUSING UPON THE PREPARATION OF PERSONS WITH SPECIAL EDUCATIONAL NEEDS. A TASK ANALYSIS DEFINES COMMON CLUSTERS OF TASKS IN THE FIELD OF CONSTRUCTION WHICH INCLUDES THE FOLLOWING SUBCLUSTERS: BUILDING MAINTENANCE, SERVICE, AND RESIDENTIAL CONSTRUCTION. EACH SUBCLUSTER PRESENTS A NUMBER OF TASKS, AND AN INSTRUCTIONAL UNIT SUPPLIES THE TEACHER WITH A MULTI-PART TEACHING GUIDE FOR EACH TASK. A TASK SHEET FOR EACH STUDENT CARRIES A PROGRESS REPORT AND CONTAINS SKILLS TO BE GAINED, INSTRUCTIONAL AND REFERENCE MATERIALS, LANGUAGE KNOWLEDGE REQUIRED FOR THE TASK, AND SUGGESTIONS FOR DISCUSSION WITH THE STUDENT CONCERNED. A BIBLIOGRAPHY IS KEYED TO THE TEACHING GUIDE AND AN APPENDIX CONTAINS CODES FOR INTERPRETING THE VARIOUS NUMBERS FOUND IN THE TASK SHEETS. (MU)

#### VT 100 700

PROGRAM GUIDE. VOCATIONAL EDUCATION/SPECIAL EDUCATION PROJECT.

CENTRAL MICHIGAN UNIV., MOUNT PLEASANT.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.; MICHIGAN STATE  
DEPT. OF EDUCATION, LANSING.  
VOCATIONAL EDUCATION AND CAREER  
DEVELOPMENT SERVICE.  
DOCUMENT NOT AVAILABLE IN VT-ERIC  
SET.  
PUB DATE - 73 165P.

DESCRIPTORS - \*SPECIAL EDUCATION;  
PHYSICALLY HANDICAPPED; MENTALLY  
HANDICAPPED; VOCATIONAL  
DEVELOPMENT; \*PROGRAM GUIDES;  
\*VOCATIONAL EDUCATION; \*HANDICAPPED  
STUDENTS; PROGRAM DEVELOPMENT

ABSTRACT - FOCUSING UPON THE  
OCCUPATIONAL PREPARATION OF PERSONS  
WITH SPECIAL EDUCATIONAL NEEDS,

THIS GUIDE IS INTENDED FOR  
ADMINISTRATORS AND TEACHERS OF  
STUDENTS WITH UNIQUE EDUCATIONAL  
PROBLEMS. THE DOCUMENT, CONTAINING  
THE BACKGROUND, PSYCHOLOGICAL, AND  
DESCRIPTIVE INFORMATION NEEDED FOR  
IMPLEMENTING A SERIES OF CAREER  
INFORMATION PROGRAMS, IS INTENDED  
TO AID IN THE PROCESS OF ADAPTING A  
PROGRAM OF VOCATIONAL EDUCATION TO  
THE SPECIAL NEEDS OF THE MENTALLY,  
EMOTIONALLY, AND PHYSICALLY  
IMPAIRED. CONTENTS INCLUDE UNITS ON  
CHILDREN WITH SPECIAL NEEDS;  
PROGRAM PLANNING, ORGANIZING, AND  
DEVELOPMENT; INSTRUCTIONAL MODULES;  
AND EMPLOYMENT TASK MODULES.  
(AUTHOR/MU)

#### VT 100 801

ALLEN, THOMAS R., JR., AND OTHERS  
WEST VIRGINIA GUIDEBOOK. JOB  
PLACEMENT SERVICES.

WEST VIRGINIA STATE DEPT. OF  
EDUCATION, HUNTINGTON. DIV. OF  
VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 74 89P.

DESCRIPTORS - \*GUIDES; \*PROGRAM  
DEVELOPMENT; \*JOB PLACEMENT;  
\*STUDENT PLACEMENT; \*VOCATIONAL  
EDUCATION; EMPLOYMENT SERVICES;  
VOCATIONAL COUNSELING; OCCUPATIONAL  
GUIDANCE; ARTICULATION (PROGRAM)  
IDENTIFIERS - \*WEST VIRGINIA

ABSTRACT - DIVIDED INTO FOUR  
SECTIONS AND DIRECTED TO VOCATIONAL  
PERSONNEL AND COUNSELORS IN  
VOCATIONAL-TECHNICAL SCHOOLS, THIS  
MANUAL IS INTENDED TO SERVE AS A  
GUIDE FOR DESIGNING AND  
IMPLEMENTING JOB PLACEMENT PROGRAMS  
FOR GRADUATES OF VOCATIONAL  
PROGRAMS. INCLUDED IN ADDITION TO  
THE INTRODUCTION, ARE SECTIONS ON:  
(1) HOW TO ORGANIZE A PLACEMENT  
SERVICE, (2) MAJOR FUNCTIONS OF THE  
JOB PLACEMENT COORDINATOR, AND (3)  
INFORMATION ON APPLICANT TESTING.  
AS SUPPLEMENTS TO THE GUIDE, LABOR  
LAWS, SAMPLE INTEREST INVENTORIES,  
DATA SHEETS FOR INCLUSION IN  
PLACEMENT RECORDS, WORK SHEETS,  
APTITUDE AND ACHIEVEMENT TESTS,  
INTERVIEW GUIDELINES, CHECK SHEETS

OF FACTORS TO BE INCLUDED IN JOB PLACEMENT CENTERS, AND A LIST OF EXISTING PROGRAMS WHICH ARE DESIGNED TO ASSIST THE DISADVANTAGED OR HARD TO EMPLOY ARE GIVEN. (SN)

**VT 100 820**

MESSER, JOHN D.  
CONSTRUCTION, SUPERVISION, AND INSPECTION. COURSE OF STUDY. AIR CONDITIONING, HEATING, AND VENTILATING.

CERRITOS COLL., NORWALK, CALIF.; CALIFORNIA COMMUNITY COLLEGES, SACRAMENTO. OFFICE OF THE CHANCELLOR.  
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 73 336P.

DESCRIPTORS - \*AIR CONDITIONING;  
\*AIR CONDITIONING EQUIPMENT;  
\*VOCATIONAL EDUCATION;  
\*CONSTRUCTION (PROCESS); \*BUILDING TRADES; HEATING; VENTILATION; REFRIGERATION; SUPPLEMENTARY TEXTBOOKS; CURRICULUM GUIDES; TECHNICAL EDUCATION; INSPECTION

ABSTRACT - THIS DOCUMENT SUMMARIZES PROCEDURES AND TECHNIQUES IN THE PRACTICE OF AIR CONDITIONING, HEATING, AND VENTILATING INSPECTION. THE ROLE OF THE MECHANICAL INSPECTOR IS DEFINED IN RELATION TO HIS RESPONSIBILITIES AND RELATIONSHIPS WITH ARCHITECT, ENGINEER, AND BUILDING CONTRACTOR. IN 16 SECTIONS OF TEXT MATERIAL, DEFINITIONS, FUNCTIONS, TESTING PROCEDURES, AND SPECIFICATIONS ARE GIVEN FOR MANY COMPONENTS IN THE FIELD OF AIR CONDITIONING. THESE INCLUDE PIPING SYSTEMS, AIR MOVERS, BOILERS, HEAT EXCHANGERS, PUMPS, TEMPERATURE CONTROL SYSTEMS, VENTILATING SYSTEMS, AND INSTRUMENTATION. (MU)

**VT 100 822**

CURRICULUM AND INSTRUCTIONAL MATERIALS DEVELOPMENT. PROFILE. TEN STATE CONSORTIUM.

OKLAHOMA STATE DEPT. OF VOCATIONAL

AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 30P.

DESCRIPTORS - \*VOCATIONAL EDUCATION; \*EDUCATIONAL NEEDS; \*CURRICULUM RESEARCH; \*CURRICULUM PLANNING; \*CURRICULUM DEVELOPMENT IDENTIFIERS - \*TEN STATE CONSORTIUM

ABSTRACT - THE DOCUMENT LISTS THE CURRICULUMS THAT ARE UNDER DEVELOPMENT, PLANNED FOR DEVELOPMENT, OR IDENTIFIED AS A NEED FOR THE STATES OF NORTH DAKOTA, SOUTH DAKOTA, NEBRASKA, KANSAS, MISSOURI, ARKANSAS, OKLAHOMA, TEXAS, COLORADO, AND NEW MEXICO. ARRANGED BY VOCATIONAL FIELD, EACH ENTRY PROVIDES THE FOLLOWING INFORMATION: (1) A TITLE AND DESCRIPTION OF THE COURSE, (2) THE NAME AND ADDRESS OF A PERSON TO REACH CONCERNING IT, (3) THE STATE OF ORIGIN OF THE PROJECT, AND (4) THE EXPECTED DATE OF COMPLETION. VOCATIONAL FIELDS INCLUDED ARE AGRICULTURE, DISTRIBUTIVE EDUCATION, HOME ECONOMICS, HEALTH EDUCATION, BUSINESS EDUCATION, TRADE AND INDUSTRY, AND CAREER EDUCATION. (MU)

**VT 100 840**

HILL, RICHARD K., ED.; WILLIAMS, WILLIAM R., ED.  
BEHAVIORAL OBJECTIVES FOR SELECTED UNITS IN DRAFTING.

VIRGINIA POLYTECHNIC INST. AND STATE UNIV., BLACKSBURG. DIV. OF VOCATIONAL-TECHNICAL EDUCATION. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.; VIRGINIA STATE DEPT. OF EDUCATION, RICHMOND. DIV. OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
HARRY L. SMITH, PUBLIC INFORMATION AND PUBLICATIONS, STATE DEPARTMENT OF EDUCATION, RICHMOND, VA 23216 (\$2.00)  
PUB DATE - ND 52P.

DESCRIPTORS - PUBLICATIONS; \*VOCATIONAL EDUCATION; \*PROGRAM EFFECTIVENESS; PROGRAM EVALUATION;

EDUCATIONAL ASSESSMENT; EVALUATION CRITERIA; \*BEHAVIORAL OBJECTIVES; \*COURSE OBJECTIVES; \*DRAFTING

ABSTRACT - THE OUTCOME OF AN EFFORT TO DEVELOP A MEANS OF ASSESSING THE EFFECTIVENESS OF LOCAL VOCATIONAL INSTRUCTIONAL PROGRAMS, THIS DOCUMENT IS ONE IN A SERIES OF PUBLICATIONS RESULTING FROM THE VOCATIONAL EVALUATION PROJECT. SPECIFICALLY, THIS BOOKLET CONTAINING BEHAVIORAL OBJECTIVES ORGANIZED BY UNITS OF INSTRUCTION IN THE AREA OF DRAFTING, WAS DEVELOPED BY A GROUP OF TEACHERS DURING WORKSHOPS CONDUCTED AT A UNIVERSITY IN VIRGINIA DURING THE SUMMER AND FALL OF 1972. INCLUDED IN EACH OF THE 22 UNITS PRESENTED ARE: (1) AN OUTLINE OF THE GENERAL CONTENT TO BE COVERED, (2) A GOAL STATEMENT, AND (3) GENERAL AND SPECIFIC OBJECTIVES. TO FACILITATE EASE IN USING THE DOCUMENT AS WELL AS TO FOSTER THE SKILL DEVELOPMENT OF EDUCATORS IN DESIGNING UNITS OF THEIR OWN, DIRECTIONS ARE GIVEN. (AUTHOR/SN)

#### VT 100 843

RAGAN, MARGO A., COMP.  
BUCKS COUNTY TECHNICAL SCHOOL  
SENIOR PLACEMENT DIRECTORY.

BUCKS COUNTY TECHNICAL SCHOOL,  
FAIRLESS HILLS, PA.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 74 45P.

DESCRIPTORS - \*DIRECTORIES;  
\*EMPLOYMENT OPPORTUNITIES;  
\*EMPLOYERS; \*JOB PLACEMENT;  
EMPLOYMENT INTERVIEWS; COLLEGES  
IDENTIFIERS - \*BUCKS COUNTY  
TECHNICAL SCHOOL

ABSTRACT - THIS DIRECTORY, PROVIDED FOR EACH GRADUATING SENIOR OF THE BUCKS COUNTY TECHNICAL SCHOOL, SUPPLIES A NUMBER OF JOB HUNTING TOOLS: SAMPLES OF APPLICATION LETTERS AND LETTERS OF INQUIRY, APPLICATION FORMS, PROPERLY FILLED OUT, AND A SUMMARY OF INFORMATION CONCERNING JOB INTERVIEWS. THE DIRECTORY CONTAINS LOCAL EMPLOYMENT OPPORTUNITIES GROUPED AS EMPLOYMENT

AGENCIES, GOVERNMENT EMPLOYMENT, AND AN EXTENSIVE LIST OF LOCAL INDUSTRIES. LISTINGS OF UNION ORGANIZATIONS, ACCREDITED PRIVATE TRADE AND TECHNICAL SCHOOLS, AND PENNSYLVANIA COLLEGES ARE INCLUDED. (MU)

#### VT 100 845

PUNTURERI, THOMAS  
HISTORY FOR AUTO-MECHANICS AND MACHINE-TRADES STUDENTS. A TEACHERS GUIDE. BEHAVIORAL OBJECTIVES. HISTORICAL RELATIONSHIP WITH AUTO MECHANICS AND MACHINE TRADES. INDIVIDUALIZED CURRICULUM.

WARREN COUNTY AREA VOCATIONAL-TECHNICAL SCHOOL, WASHINGTON, N.J.  
NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
NEW JERSEY VOCATIONAL-TECHNICAL  
CURRICULUM LABORATORY, BLDG. 4103-  
KILMER CAMPUS, RUTGERS UNIV., NEW  
BRUNSWICK, N.J. 08903 (\$2.00)  
PUB DATE - APR74 106P.

DESCRIPTORS - \*UNITED STATES  
HISTORY; \*HISTORY INSTRUCTION;  
\*TEACHING GUIDES; \*AUTO MECHANICS  
(OCCUPATION); \*MACHINISTS; TRADE  
AND INDUSTRIAL EDUCATION

ABSTRACT - THIS TEACHING GUIDE PRESENTS 18 UNITS OF UNITED STATES HISTORY INSTRUCTION KEYED TO THE INTERESTS AND VIEWPOINTS OF THE STUDENTS IN AUTO MECHANICS AND MACHINE TRADES. THE MATERIAL IS DESIGNED TO PROVIDE THESE STUDENTS WITH AN INSIGHT INTO THEIR FIELD OF STUDY AND TO PREPARE THEM FOR ACTIVE PARTICIPATION IN OUR PLURALISTIC SOCIETY. THE GUIDE IS ORGANIZED INTO THREE SECTIONS: BEHAVIORAL OBJECTIVES, TEACHING TECHNIQUES, AND EVALUATION SHEETS WITH EACH SECTION COVERING THE SAME 18 UNITS. THE HISTORY CONTAINS MATERIAL ON SHOP HISTORY, AMERICAN INDUSTRIALIZATION, SOCIOLOGICAL DEVELOPMENT OF MAN, AMERICAN POLITICS, COMMUNISM, ECOLOGY, AND AMERICAN DEVELOPMENT AND SUPREMACY. (AUTHOR/MU)

## VT 100 846

ICOT, DONALD  
APPLIED MATHEMATICS-MACHINE SHOP. A  
TEACHERS GUIDE. BEHAVIORAL  
OBJECTIVES. INDIVIDUALIZED  
CURRICULUM.

WARREN COUNTY AREA VOCATIONAL-  
TECHNICAL SCHOOL, WASHINGTON, N.J.  
NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
NEW JERSEY VOCATIONAL-TECHNICAL  
CURRICULUM LABORATORY, BLDG. 4103-  
KILMER CAMPUS, RUTGERS UNIV., NEW  
BRUNSWICK, N.J. 08903 (\$1.50)  
PUB DATE - ND 95P.

DESCRIPTORS - \*MATHEMATICS  
INSTRUCTION; \*TRADE AND INDUSTRIAL  
EDUCATION; \*INDIVIDUAL INSTRUCTION;  
\*PRACTICAL MATHEMATICS; \*MACHINISTS

ABSTRACT - DESIGNED FOR INDIVIDUAL  
INSTRUCTION, THIS TEACHING GUIDE IS  
AN OUTLINE OF PERFORMANCE  
ACHIEVEMENTS IN A STEP-BY-STEP  
LEARNING PROCESS OF APPLIED  
MATHEMATICS. THE 13 MATHEMATIC  
SKILLS TO BE PERFORMED IN PART I  
RANGE FROM NUMBERS THROUGH  
FRACTIONS, DECIMALS, AND  
PERCENTAGES. THE TEN SKILLS IN PART  
II CONTINUE THROUGH RATIO, SQUARE  
ROOT, GEOMETRIC FIGURES, AND A  
PRACTICAL APPLICATION OF  
TRIGONOMETRY. A PRETEST IS PROVIDED  
TO USE IN DETERMINING THE STARTING  
POINT IN THE COURSE FOR EACH  
STUDENT. (AUTHOR/MU)

## VT 100 848

COMPO, LOUIS  
MECHANICS: STATICS. A SYLLABUS.

UNION COUNTY TECHNICAL INST.,  
SCOTCH PLAINS, N.J.  
NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
NEW JERSEY VOCATIONAL-TECHNICAL  
CURRICULUM LABORATORY, BLDG. 4103-  
KILMER CAMPUS, RUTGERS UNIV., NEW  
BRUNSWICK, N.J. 08903 (\$1.50)  
PUB DATE - MAR74 30P.

DESCRIPTORS - \*ENGINEERING  
TECHNOLOGY; \*ENGINEERING DRAWING;  
\*TRADE AND INDUSTRIAL EDUCATION;  
\*MECHANICS (PHYSICS); \*CURRICULUM  
GUIDES

ABSTRACT - COVERING THE BASIC LAWS  
OF STATICS, THIS ENGINEERING  
FUNDAMENTALS COURSE DEALS MAINLY  
WITH THE DRAWING OF FREE-BODY  
DIAGRAMS AND THE WRITING AND  
SOLVING OF EQUATIONS OF  
EQUILIBRIUM. A TOPICAL OUTLINE  
INCLUDES THE PRINCIPLES OF  
MECHANICS, TWO-DIMENSIONAL  
EQUILIBRIUM, EQUILIBRIUM OF  
INTERNAL FORCES, FRICTION, AND  
CROSS-SECTIONAL CALCULATIONS.  
OBJECTIVES TO BE ACHIEVED WITHIN  
EACH TOPIC ARE OUTLINED AND PROVIDE  
EVALUATION CRITERIA FOR GRADING THE  
STUDENTS' WORK. A SAMPLE LESSON  
PLAN AND FINAL EXAMINATION ARE  
INCLUDED. (AUTHOR/MU)

## VT 100 849

PIERSON, JOHN E.  
ELEMENTARY ARC WELDING SKILLS.

MARIE H. KATZENBACH SCHOOL FOR THE  
DEAF, WEST TRENTON, N.J.  
NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
NEW JERSEY VOCATIONAL-TECHNICAL  
CURRICULUM LABORATORY, BLDG. 4103-  
KILMER CAMPUS, RUTGERS UNIV., NEW  
BRUNSWICK, N.J. 08903 (\$2.50)  
PUB DATE - MAR74 134P.

DESCRIPTORS - \*WELDING; \*TRADE AND  
INDUSTRIAL EDUCATION; \*WELDERS;  
\*DEAF EDUCATION; \*STUDY GUIDES

ABSTRACT - SPECIFICALLY PREPARED  
FOR TEACHING THE DEAF THE BEGINNING  
ARC WELDING SKILLS NECESSARY TO  
BECOME A WELDER, THIS STUDY GUIDE  
USES AN ELEMENTARY LEVEL OF  
LANGUAGE AND ILLUSTRATES EACH  
PARAGRAPH OF TEXTUAL MATERIAL WITH  
A LINE DRAWING THAT IDENTIFIES THE  
PARTS AND PROCESSES DESCRIBED IN  
THE TEXT. THE 14 LESSONS COVER  
SAFETY PRACTICES AND INSTRUCTIONS  
ON HOW TO HOLD THE EQUIPMENT AND  
HOW TO USE VARIOUS WELOS.

(AUTHOR/MU)

VT 100 850  
MONTGOMERY, C.M.  
ELECTRICAL DISCHARGE MACHINING.

BURLINGTON COUNTY VOCATIONAL-  
TECHNICAL SCHOOL, MOUNT HOLLY, N.J.  
NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
NEW JERSEY VOCATIONAL-TECHNICAL  
CURRICULUM LABORATORY, BLDG. 4103-  
KILMER CAMPUS, RUTGERS UNIV., NEW  
BRUNSWICK, N.J. 08903 (\$2.00)  
PUB DATE - NOV73 68P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL  
EDUCATION; \*MACHINISTS; \*METAL  
WORKING OCCUPATIONS; \*MECHANICS  
(PROCESS)  
IDENTIFIERS - \*ELECTRICAL DISCHARGE  
MACHINING; EDM

ABSTRACT - THESE EIGHT UNITS OF  
INSTRUCTION CONCERN A SPECIALIZED  
PROCESS IN MACHINING METALS CALLED  
ELECTRICAL DISCHARGE MACHINING  
(EDM). EACH OF THE 36 LESSONS  
CONTAINS AN OBJECTIVE, INFORMATIVE  
MATERIAL, A VOCABULARY, AND AN  
ASSIGNMENT WITH AN ACHIEVEMENT TEST  
AT THE END OF THE LAST LESSON OF  
EACH UNIT. CONTENTS INCLUDE A  
DESCRIPTION OF THE PROCESS, BASIC  
COMPONENTS, OPERATING PROCEDURES,  
METHODS, AND MACHINING PARAMETERS.  
A VOCABULARY LIST IS INCLUDED. (MU)

VT 100 867  
THOMAS, LEON; WAGNER, DENNIS  
MANUFACTURING AND BUILDING  
CONSTRUCTION, AND OCCUPATIONS.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT.  
OF VOCATIONAL EDUCATION.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
OEG-0-71-4661(361)  
PUB DATE - 04AUG72 27P.

DESCRIPTORS - \*TEACHING GUIDES;  
INSTRUCTIONAL MATERIALS; CAREER  
EDUCATION; VOCATIONAL DEVELOPMENT;  
DISADVANTAGED YOUTH; ELEMENTARY  
GRADES; SECONDARY GRADES; \*CAREERS;

OCCUPATIONS; \*MANUFACTURING;  
\*CONSTRUCTION INDUSTRY; \*BUILDING  
TRADES  
IDENTIFIERS - OMAHA PUBLIC SCHOOLS

ABSTRACT - THIS TEACHING GUIDE IS  
ONE OF A SERIES AIMED AT PROVIDING  
DISADVANTAGED YOUTH WITH A MORE  
COMPREHENSIVE CAREER EDUCATION  
PROGRAM. SPECIFICALLY DEVELOPED FOR  
USE IN CREATING A DEEPER AWARENESS  
OF THE WORLD OF BUILDING  
CONSTRUCTION AND RELATED  
OCCUPATIONS, THE GUIDE CONTAINS  
GENERAL OBJECTIVES TO BE ATTAINED,  
AN OUTLINED OVERVIEW OF THE  
OPERATIONAL PROCEDURES OF THE  
CONSTRUCTION PROCESS, AND CAREERS  
AND OCCUPATIONS ASSOCIATED WITH  
EACH PROCEDURE. IN ADDITION, FOUR  
INSTRUCTIONAL UNITS ARE PRESENTED  
ON THE TOPICS: (1) MANUFACTURING,  
(2) PRODUCTS, (3) PRODUCTIONS, AND  
(4) WORKERS. (SN)

VT 100 879  
HILL, RICHARD K., ED., AND OTHERS  
BEHAVIORAL OBJECTIVES AND RELATED  
TEST ITEMS FOR SELECTED UNITS IN  
AUTOMOTIVE MECHANICS.

VIRGINIA POLYTECHNIC INST. AND  
STATE UNIV., BLACKSBURG. DIV. OF  
VOCATIONAL-TECHNICAL EDUCATION.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.; VIRGINIA STATE  
DEPT. OF EDUCATION, RICHMOND. DIV.  
OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
HARRY L. SMITH, PUBLIC INFORMATION  
AND PUBLICATIONS, STATE DEPT. OF  
EDUCATION, RICHMOND, VA. 23216  
(\$2.00)  
PUB DATE - ND 185P.

DESCRIPTORS - \*BEHAVIORAL  
OBJECTIVES; \*UNITS OF STUDY  
(SUBJECT FIELDS); \*VOCATIONAL  
EDUCATION; \*AUTO MECHANICS; \*TRADE  
AND INDUSTRIAL EDUCATION; PROJECTS

ABSTRACT - THIS PUBLICATION IS ONE  
OF A SERIES RESULTING FROM THE  
VOCATIONAL EDUCATION EVALUATION  
PROJECT CONDUCTED DURING THE  
SUMMERS OF 1971-73. CONTAINED ARE  
BEHAVIORAL OBJECTIVES FOR  
VOCATIONAL AUTOMOTIVE MECHANICS



ORGANIZED BY UNITS OF INSTRUCTION AS LISTED IN THE CURRICULUM GUIDE FOR THE STATE OF VIRGINIA. INCLUDED IN EACH UNIT IS A SUGGESTED OUTLINE OF CONTENT, A GOAL STATEMENT, AND GENERAL AND SPECIFIC OBJECTIVES. (SN)

# VT 100 909

RIO, JOHN J.  
EXPLORATORY MACHINE SHOP. A  
TEACHERS MANUAL.

NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
VOCATIONAL-TECHNICAL CURRICULUM  
LABORATORY, RUTGERS-STATE  
UNIVERSITY, BLDG. 4103-KILMER  
CAMPUS, NEW BRUNSWICK, N.J.  
PUB DATE - MAY73 67P.

DESCRIPTORS - MANUALS; \*TEACHING  
GUIDES; GUIDES; \*MACHINE TOOLS;  
\*TRADE AND INDUSTRIAL EDUCATION;  
GRADE 9; \*SCHOOL SHOPS

ABSTRACT - THIS TEACHER'S MANUAL  
WAS DESIGNED TO ASSIST IN THE  
FACILITATION OF INSTRUCTION IN A  
NINTH GRADE EXPLORATORY MACHINE  
SHOP COURSE. A COMPANION TO THE  
TEXTBOOK, "MACHINE TOOL OPERATION,  
PART ONE," THE GUIDE FOCUSES ON  
PROVIDING STUDENTS WITH THEORY AS  
WELL AS PRACTICAL EXPERIENCES IN  
THE USE OF BASIC TOOLS OF THE  
MACHINIST TRADE. SPECIFIC CONTENTS  
INCLUDE: (1) AN INTRODUCTION, (2) A  
PROGRAM PHILOSOPHY, (3) THE COURSE  
OBJECTIVES, (4) A COURSE  
DESCRIPTION, AND (5) A TOTAL OF 11  
INSTRUCTIONAL UNITS COMPLETE WITH  
DIRECTIONS FOR IMPLEMENTATION. IN  
ADDITION, A GENERAL SAFETY TEST TO  
BE GIVEN TO PARTICIPATING STUDENTS  
IS PROVIDED. (SN)

# VT 100 910

GREEN, WILLIAM E.  
INTRODUCTION TO BOILER OPERATION. A  
FIRST-YEAR TEXT.

CAMDEN COUNTY VOCATIONAL AND  
TECHNICAL SCHOOL, SICKLERVILLE,  
N.J.  
NEW JERSEY STATE DEPT. OF

EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
N.J. VOC-TECH CURRICULUM LAB.,  
RUTGERS UNIVERSITY, BLDG. 4103 -  
KILMER CAMPUS, NEW BRUNSWICK, N.J.  
08903. (\$2.00 PLUS POSTAGE)  
PUB DATE - JUL73 87P.

DESCRIPTORS - \*FLUID POWER  
EDUCATION; \*OPERATING ENGINEERING;  
\*POWER MECHANICS; \*SHOP CURRICULUM;  
\*STUDY GUIDES; EQUIPMENT  
UTILIZATION; SECONDARY GRADES  
IDENTIFIERS - \*BOILERMEN

ABSTRACT - THIS MANUAL DEALS WITH  
BASIC BOILERROOM PIPING, VALVES,  
BOILER PARTS AND ATTACHMENTS,  
METERS, GAUGES, WATER TREATMENT,  
FUELS, AND COMBUSTION. THE  
INFORMATION WILL ENABLE THE  
BEGINNING STUDENT TO GAIN A WORKING  
KNOWLEDGE OF HOW A BOILER ROOM  
FUNCTIONS. UNITS INCLUDE  
ASSIGNMENTS AND QUESTIONS IN EACH  
LESSON AREA. (MF)

# VT 100 911

VALIMONT, JAMES E.  
PNEUMATIC PROCESS CONTROL  
INSTRUMENTATION. A TEACHERS GUIDE.

SALEM COUNTY COMMUNITY COLL., PENNS  
GROVE, N.J.  
NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
N.J. VOC-TECH CURRICULUM LAB.,  
RUTGERS UNIV., BLDG. 4103 - KILMER  
CAMPUS, NEW BRUNSWICK, N.J. 08903.  
(\$2.00 PLUS POSTAGE)  
PUB DATE - JUL73 47P.

DESCRIPTORS - \*INSTRUMENTATION;  
\*POWER MECHANICS; \*TEACHING GUIDES;  
AIR FLOW; FEEDBACK; POST SECONDARY  
EDUCATION; PRESSURE

ABSTRACT - THIS MANUAL IS FOR  
CLASSROOM USE BY AN INSTRUCTOR,  
ALONG WITH A SET OF LINE DRAWINGS  
TO BE USED AS TRANSPARENCIES TO  
SIMPLIFY THE UNDERSTANDING OF  
PNEUMATIC INSTRUMENTS AND PROCESS  
CONTROL. THE DRAWINGS CORRESPOND TO  
THE TEXT AND MAY BE USED TO SHOW

SEVERAL COMPLETE SYSTEMS OR TO ANALYZE THE ELEMENTS WITHIN A SYSTEM. SECTION I CONTAINS BASIC DEFINITIONS AND DESCRIBES CONTROL-LOOP SYSTEMS. SECTION II PRESENTS AN ANALYSIS OF MECHANICAL PNEUMATIC INSTRUMENTS. SECTION III DESCRIBES ASSOCIATED INSTRUMENT ACCESSORIES AND TYPES OF FINAL CONTROL ELEMENTS. A GLOSSARY OF PNEUMATIC-INSTRUMENTATION TERMS AND DRAWINGS IS APPENDED. (MF)

#### VT 100 912

GREEN, CHARLES  
BUILDING CONSTRUCTION: RELATED DRAWING. TEACHERS GUIDE: BEHAVIORAL OBJECTIVES, INDIVIDUALIZED CURRICULUM.

WARREN COUNTY AREA VOCATIONAL-TECHNICAL SCHOOL, WASHINGTON, N.J. NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
N.J. VOC-TECH CURRICULUM LABORATORY, RUTGERS UNIVERSITY, BLDG. 4103 - KILMER CAMPUS, NEW BRUNSWICK, N.J. 08903. (\$1.00 PLUS POSTAGE)  
PUB DATE - SEP73 20P.

DESCRIPTORS - \*BLUEPRINTS;  
\*BUILDING DESIGN; \*CONSTRUCTION (PROCESS); \*DRAFTING; \*TEACHING GUIDES; CURRICULUM GUIDES; SECONDARY GRADES

ABSTRACT - THIS COURSE OUTLINE IS DESIGNED TO PREPARE A STUDENT TO READ BLUEPRINTS AND TO LEARN THE TECHNIQUES REQUIRED TO MAKE A SKETCH, CAPABILITIES NEEDED IN THE FIELD OF BUILDING CONSTRUCTION. THE OUTLINE IS PLANNED TO ALLOW THE STUDENT TO WORK AT HIS OWN RATE, WITH THE INSTRUCTOR PRESENT AS A SOURCE OF INFORMATION AND GUIDANCE. FOR EACH UNIT, SUGGESTED TEACHING ALTERNATIVES AND REFERENCES ARE PROVIDED. (MF)

#### VT 100 913

HINEK, FRANK  
BUILDING CONSTRUCTION: RELATED SCIENCE. TEACHERS GUIDE: BEHAVIORAL OBJECTIVES, INDIVIDUALIZED

#### CURRICULUM.

WARREN COUNTY AREA VOCATIONAL-TECHNICAL SCHOOL, WASHINGTON, N.J. NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
N.J. VOC-TECH CURRICULUM LAB., BLDG. 4103 - KILMER CAMPUS, RUTGERS UNIV., NEW BRUNSWICK, N.J. 08903 (\$1.00)  
PUB DATE - APR73 18P.

DESCRIPTORS - \*BUILDING MATERIALS;  
\*CONSTRUCTION (PROCESS); \*SCIENCE ACTIVITIES; \*SHOP CURRICULUM;  
\*TEACHING GUIDES; LABORATORY PROCEDURES; SECONDARY GRADES

ABSTRACT - THIS OUTLINE IS ONE OF A SERIES IN THE BUILDING CONSTRUCTION PROGRAM AND IS INTENDED TO INFORM THE STUDENT AS TO WHY THINGS HE USES IN HIS FIELD WORK THE WAY THEY DO AND TO ANTICIPATE HOW THEY WILL WORK IN ACTUAL PRACTICE. UPON COMPLETION OF THE COURSE THE STUDENT WILL KNOW THE PROPERTIES AND CHARACTERISTICS OF DIFFERENT MATERIALS USED IN THE BUILDING TRADE, KNOW THE SAFE USE OF VARIOUS DANGEROUS AND TOXIC CHEMICALS USED IN THE TRADE, UNDERSTAND THE PRINCIPLES OF PERFORMANCE IN THE FIELD, AND EXERCISE ACCEPTABLE ATTITUDES AND WORK ETHICS. THE COURSE IS CORE-ORIENTED, WITH EMPHASIS ON DOING. THE FIRST TWO COURSE UNITS ORIENT THE STUDENT TO THE FACILITIES AND ACQUAINT HIM WITH PROCEDURES. THE REMAINING 15 UNITS INVOLVE LABORATORY ASSIGNMENTS. (MF)

#### VT 100 914

CHAMBERS, ROBERT N.  
BLUEPRINT READING AND SKETCHING FOR GLASS TECHNOLOGY.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS-THE STATE UNIVERSITY, BLDG. 4103-KILMER CAMPUS, NEW BRUNSWICK, N.J.

PUB DATE - SEP73 112P.

DESCRIPTORS - \*GEOMETRY; \*TECHNICAL EDUCATION; \*BLUEPRINTS; \*INDUSTRIAL TECHNOLOGY; \*GLASS; DESIGN; COMMUNITY COLLEGES; TECHNICAL INSTITUTES; ENGINEERING TECHNICIANS; MECHANICAL DESIGN TECHNICIANS

ABSTRACT - THIS MANUAL FOR CLASSES IN COMMUNITY COLLEGES AND TECHNICAL INSTITUTES IS DESIGNED FOR THE GLASS STUDENT WHO HAS HAD LITTLE OR NO EXPERIENCE IN READING OR INTERPRETING MECHANICAL GLASS BLUEPRINTS AND SKETCHES. THE COURSE OBJECTIVES ARE A BASIC UNDERSTANDING OF APPLIED GEOMETRY AND ORTHOGRAPHIC PROJECTION; A SKILL IN ORTHOGRAPHIC, ISOMETRIC, AND OBLIQUE SKETCHING AND DRAWING; AND THE GLASS TERMINOLOGY AND SHOP PRACTICES THAT WILL TEST THE STUDENT'S ABILITY TO READ AND UNDERSTAND GLASS SHOP DRAWINGS.

TOPICS COVERED IN THE MANUAL INCLUDE: (1) FUNDAMENTALS OF SKETCHING, (2) SKETCHING TECHNIQUES AND GEOMETRIC FORM, (3) DIMENSIONING, (4) ORTHOGRAPHIC SKETCHING, (5) OBLIQUE SKETCHING, AND (6) ISOMETRIC SKETCHING. NUMEROUS WORKING DIAGRAM, WORK SHEETS, AND ASSIGNMENTS ARE INCLUDED. THE APPENDIX CONTAINS 18 TABLES AND DRAWINGS. (AUTHOR/MU)

VT 100 916

BOOKS FOR AUTOMOBILE MECHANICS PROGRAMS.

NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION, BISMARCK. OFFICE OF EDUCATION (DHEW). WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION, BISMARCK, N.D.

PUB DATE - ND 4P.

DESCRIPTORS - \*REFERENCE MATERIALS; \*BOOKS; \*PUBLICATIONS; \*AUTO MECHANICS; TRADE AND INDUSTRIAL EDUCATION; \*RESOURCE MATERIALS

ABSTRACT - THIS PUBLICATION

CONTAINS A COMPREHENSIVE LISTING OF REFERENCES SOURCES WHICH MAY BE USED IN AUTOMOTIVE MECHANICS PROGRAMS. ENTERED ARE A TOTAL OF 72 BOOKS ON THE SUBJECT, ALL OF WHICH ARE LISTED IN ALPHABETICAL ORDER BY AUTHOR OR PUBLISHERS. (SN)

VT 100 917

MANKIW, DOROTHY S., AND OTHERS  
BEAUTY CULTURE 1. TEACHERS GUIDE.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
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VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS-THE STATE UNIVERSITY, BLDG. 4103-KILMER CAMPUS, NEW BRUNSWICK, N.J.  
PUB DATE - JUN73 501P.

DESCRIPTORS - \*COSMETOLOGY; \*COSMETOLOGISTS; \*TRADE AND INDUSTRIAL EDUCATION; \*SERVICE OCCUPATIONS; \*SECONDARY GRADES; HYGIENE; MANUALS

ABSTRACT - DESIGNED FOR THE FIRST SEMESTER OF A 270 HOUR 4-SEMESTER COURSE OF STUDY IN COSMETOLOGY IN HIGH SCHOOLS, THIS COURSE OUTLINE IS INTENDED TO BE A COMPLETE GUIDE FOR THE TEACHER. IT CONTAINS LESSON PLANS, STUDENT ACTIVITIES, AND QUIZZES. A SUGGESTED WEEKLY PLAN BOOK COMBINES THEORY CLASSES, LABORATORY PRACTICE AND TESTS, 39 HANDOUT SHEETS, 107 TRANSPARENCY MASTERS, AND 17 TESTS AND ANSWER KEYS. A TOPICAL OUTLINE COVERS THE SHOP AND THE COSMETOLOGIST, STERILIZATION PRACTICES, SCALP AND HAIR APPLICATIONS, SHAMPOOING, HAIRSTYLING, MANICURING, AND HAIR PRESSING AND IRON CURLING.  
(AUTHOR/MU)

VT 101 001

CAREERS.

ADMIRAL PEARY AREA VOCATIONAL-TECHNICAL SCHOOL, EBENSBURG, PA.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 21P.

DESCRIPTORS - \*EDUCATIONAL

PROGRAMS; \*CAREER EDUCATION;  
\*CAREERS; VOCATIONAL EDUCATION;  
VOCATIONAL DEVELOPMENT; ARFA  
VOCATIONAL SCHOOLS; PROGRAM  
DESCRIPTIONS; \*PROGRAM CONTENT

ABSTRACT - THIS DOCUMENT PROVIDES AN OVERVIEW OF THE CAREER EDUCATION PROGRAM AT THE ADMIRAL PEARY AREA VOCATIONAL AND TECHNICAL SCHOOL. INCLUDED ARE A LISTING OF THE COURSE OFFERINGS, OBJECTIVES, AND SELECTION AND ADMISSION PROCEDURES. AMONG THE CAREER AREAS WHICH MAY BE PURSUED ARE: (1) THE AGRICULTURAL CAREERS, (2) THE AUTOMOTIVE CAREERS, (3) THE SERVICE CAREERS, (4) THE BUILDING CONSTRUCTION CAREERS, (5) THE METAL AND MATERIAL CAREERS, AND (6) CAREERS IN THE TECHNOLOGIES. (SN)

#### VT 101 004

SHIPP, ROBERT E.  
DEVELOPING JOB SHEETS AND RELATED AIDS FOR INDIVIDUALIZED INSTRUCTION IN THE MACHINE SHOP.

SMYRNA HIGH SCHOOL, TENN.  
TENNESSEE OCCUPATIONAL RESEARCH AND DEVELOPMENT COORDINATING UNIT, KNOXVILLE.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 415P.

DESCRIPTORS - \*SCHOOL SHOPS; HIGH SCHOOL STUDENTS; WORKSHEETS; \*MACHINE TOOLS; HAND TOOLS; INSTRUMENTATION; \*MECHANICAL SKILLS; SHOP CURRICULUM; \*INSTRUCTIONAL MATERIALS; INDIVIDUALIZED INSTRUCTION; \*TRADE AND INDUSTRIAL EDUCATION

ABSTRACT - THE DOCUMENT CONSISTS OF JOB, ASSIGNMENT, OPERATION, AND INFORMATION SHEETS FOR INDIVIDUALIZED INSTRUCTION IN VOCATIONAL MACHINE SHOP AT SMYRNA HIGH SCHOOL UNDER A MINI-GRANT RESEARCH PROJECT OF THE TENNESSEE RESEARCH COORDINATING UNIT. ALL RELATED AID SHEETS ARE KEYED TO THE JOB SHEETS. NUMEROUS DRAWINGS OF HAND AND POWER TOOLS AND MACHINES, SPECIFICATIONS, AND PROCEDURES ACCOMPANY THE SHEETS. (MF)

#### VT 101 005

EVALUATION OF VOCATIONAL/TECHNICAL EDUCATION. INSTRUMENTS AND PROCEDURES.

AMERICAN VOCATIONAL ASSOCIATION, WASHINGTON, D.C. NATIONAL STUDY FOR ACCREDITATION OF VOCATIONAL/TECHNICAL EDUCATION. BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
OFG-0-9-180489-4672(085)  
PUB DATE - 30MAR73 132P.

DESCRIPTORS - GUIDELINES; \*PROGRAM EVALUATION; \*ACCREDITATION (INSTITUTIONS); \*VOCATIONAL SCHOOLS; \*MEASUREMENT INSTRUMENTS; \*EVALUATION CRITERIA; SELF EVALUATION; EDUCATIONAL ACCOUNTABILITY; EDUCATIONAL OBJECTIVES

ABSTRACT - ACCREDITATION IN THE PAST HAS BEEN A FUNCTION LARGELY CONCERNED WITH THE ARTICULATION OF EDUCATION TO FACILITATE THE TRANSFER OF STUDENTS FROM ONE LEVEL OF EDUCATION TO ANOTHER AND BETWEEN INSTITUTIONS WITH SOME CONFIDENCE IN THE PRIOR PREPARATION RECEIVED. AS NO COMPARABLE FORCE HAS EXISTED FOR HOLDING EDUCATION ACCOUNTABLE FOR PREPARING STUDENTS FOR EMPLOYMENT, THIS STUDY WAS PREPARED TO DEVELOP EVALUATIVE CRITERIA AND GUIDELINES FOR STANDARDS AND PROCEDURES TO BE APPLIED TO VOCATIONAL/TECHNICAL EDUCATION AT ALL LEVELS REGARDLESS OF SETTING. MAJOR STEPS IN THE EVALUATIVE PROCESS ARE: (1) AN IN-DEPTH SELF-EVALUATION STUDY, (2) AN ON-SITE VERIFICATION OR AUDIT BY A QUALIFIED OUTSIDE TEAM, AND (3) A REVIEW BY AN INDEPENDENT THIRD GROUP. THIS APPROACH IS DESIGNED TO MEET THE NEEDS OF ACCREDITING AGENCIES TO EMPHASIZE THE IMPORTANCE OF DOCUMENTATION IN EVALUATION. THE INSTRUMENTS AND PROCEDURES ARE PRESENTED IN DETAIL. A GLOSSARY AND AN INDEX ARE PROVIDED. (MF)

#### VT 101 017

COOPER, ELMER L., AND OTHERS  
STUDENT INJURY AND TEACHER  
LIABILITY. A SELF-INSTRUCTIONAL  
UNIT.

VIRGINIA POLYTECHNIC INST. AND  
STATE UNIV., BLACKSBURG. DIV. OF  
VOCATIONAL-TECHNICAL EDUCATION.  
VIRGINIA STATE DEPT. OF EDUCATION,  
RICHMOND. DIV. OF VOCATIONAL  
EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB-PM-20  
PUB DATE - 74 50P.

DESCRIPTORS - \*TEACHER  
RESPONSIBILITY; \*VOCATIONAL  
EDUCATION TEACHERS; \*LEGAL  
RESPONSIBILITY; \*LEGAL PROBLEMS;  
\*SCHOOL SAFETY; LAWS;  
AUTOINSTRUCTIONAL AIDS

ABSTRACT - TO INCREASE THE  
VOCATIONAL TEACHER'S AWARENESS IN  
MATTERS INVOLVING THE POSSIBILITY  
OF TORT, THIS SELF-INSTRUCTION UNIT  
PROVIDES THE GENERAL PRINCIPLES OF  
LAW GOVERNING TORT AND A NUMBER OF  
INSTANCES APPLICABLE TO VOCATIONAL  
EDUCATION TEACHERS. EXAMPLES OF  
STUDENT INJURY AND TEACHER  
LIABILITY ARE GIVEN IN NARRATIVE  
FORM USING A PROGRAMMED TEXT FORMAT  
FOR SELF STUDY. (AUTHOR/MU)

VT 101 030

ANDERSON, FLOYD L.  
INDIVIDUALIZED, PERFORMANCE-BASED  
CURRICULUM AT THE MINNEAPOLIS AREA  
VOCATIONAL TECHNICAL INSTITUTE.  
INTERIM REPORT. INSTRUCTIONAL  
MATERIALS.

MINNEAPOLIS AREA VOCATIONAL  
TECHNICAL INST., MINN.  
MINNESOTA STATE DEPT. OF EDUCATION,  
ST. PAUL. DIV. OF VOCATIONAL AND  
TECHNICAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 25JUN74 400P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*VOCATIONAL DEVELOPMENT;  
\*VOCATIONAL EDUCATION;  
\*INSTRUCTIONAL MATERIALS; PROGRAM  
DESCRIPTIONS; \*DEVELOPMENTAL  
PROGRAMS  
IDENTIFIERS - \*MINNEAPOLIS

ABSTRACT - THIS DOCUMENT CONTAINS  
BOTH AN INTERIM REPORT COVERING THE  
TIME PERIOD FROM JULY 1973 TO JUNE  
1974 AND AN EXTENSIVE COLLECTION OF  
INSTRUCTIONAL MATERIALS GENERATED  
BY THE PROJECT TO DEVELOP  
CURRICULUM FOR NEW PROGRAMS OF  
VOCATIONAL TECHNICAL EDUCATION IN  
THE MINNEAPOLIS AREA. GOALS,  
PROCEDURES, ACCOMPLISHMENTS,  
EVALUATIONS, AND RECOMMENDATIONS  
ARE DESCRIBED FOR THE FIRST YEAR OF  
THE PROJECT. RECOMMENDATIONS  
CONCERN PROGRAM CONTINUATION,  
IMPROVEMENT, AND EXPANSION.  
APPENDED MATERIALS INCLUDE MODELS  
AND INSTRUMENTS USED IN THE  
PROJECT, TESTS USED IN VARIOUS  
PROGRAMS, QUESTIONNAIRES,  
EVALUATION INSTRUMENTS, AGENDAS AND  
MATERIALS FOR DISCUSSIONS IN  
ORIENTATION MEETINGS, AND A VARIETY  
OF INSTRUCTIONAL MATERIALS FOR  
HUMAN RELATIONS PROGRAMS AND  
COURSES IN TRADE AND INDUSTRIAL  
EDUCATION, FOOD SERVICE OCCUPATIONS  
AND AUTO MECHANICS PROGRAMS. (MU)

VT 101 040

RATLIFF, LINDSAY  
CURRICULUM GUIDE FOR MACHINE TRADES  
PROGRAM.

COLUMBUS STATE INST., COLUMBUS.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 65P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*TRADE AND INDUSTRIAL EDUCATION;  
\*MACHINE TOOL OPERATORS; \*MACHINE  
TOOLS; \*METAL WORKING OCCUPATIONS

ABSTRACT - THESE TEN MODULES OF  
INSTRUCTION FOR A MACHINE TRADES  
PROGRAM ARE INTRODUCED BY A  
DESCRIPTION OF THE MACHINE TRADES  
PROGRAM, ITS PHILOSOPHY,  
OBJECTIVES, PLAN OF INSTRUCTIONAL  
PROCEDURES, TEACHING AIDS, TESTING  
AND GRADING, SAFETY PRACTICES, AND  
CLASS RECORDS. THE TEN MODULES  
COVER INSTRUCTIONAL MATERIAL IN THE  
MACHINE TRADES CLASSIFIED AS BENCH  
WORK, DRILLING MACHINE WORK, ENGINE  
AND TURRET LATHE, POWER SAW, SHAPER  
WORK, MILLING MACHINE, PLANER WORK,  
GRINDER WORK, AND HEAT TREATING



WORK. EACH MODULE CONTAINS LISTINGS OF BASIC OPERATIONS, VARIOUS PROCESSES PECULIAR TO ITS TRADE TECHNOLOGY, AND PROGRESS CHART HEADINGS. (MU)

# VT 101 042

EXEMPLARY ENGLISH/LANGUAGE ARTS CURRICULUM DEVELOPMENT PROGRAM FOR VOCATIONAL-TECHNICAL EDUCATION STUDENTS. IMPLEMENTATION PHASE II. REPORT. JUNE 30, 1972 THROUGH JUNE 30, 1973.

NESHAMINY SCHOOL DISTRICT,  
LANGHORNE, PA.  
BUCKS COUNTY VOCATIONAL-TECHNICAL  
SCHOOL, DOYLESTOWN, PA.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 73 350P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*ENGLISH; \*LANGUAGE ARTS;  
\*VOCATIONAL EDUCATION;  
DEVELOPMENTAL PROJECTS  
IDENTIFIERS - \*NESHAMINY SCHOOL  
DISTRICT BUCKS COUNTY; PENNSYLVANIA

ABSTRACT - DESCRIBING AN EXEMPLARY PROGRAM IN THE NESHAMINY SENIOR HIGH SCHOOL OF BUCKS COUNTY, PENNSYLVANIA FOR THE TIME PERIOD FROM JUNE 30, 1970 THROUGH JUNE 30, 1973, THIS REPORT INCLUDES THE CURRICULUM INTEGRATING LANGUAGE ARTS AND OCCUPATIONAL INFORMATION FOR VOCATIONAL-TECHNICAL STUDENTS IN GRADES 11 AND 12, STUDENT EVALUATIONS, AND A SUMMARY OF THE 1972-1973 PROGRAM. AFTER TWO YEARS OF DEVELOPING AND IMPLEMENTING THIS VOCATIONAL-TECHNICAL PROGRAM, THE PARTICIPATING TEACHERS FEEL THAT GREAT STRIDES HAVE BEEN MADE TOWARD GIVING THE VOCATIONAL-TECHNICAL STUDENTS AN ENGLISH COURSE RELEVANT TO THEIR SPECIAL NEEDS WITHOUT ISOLATING THEM FROM THE REST OF THE SCHOOL. INCLUDED WITH THE REPORT ARE FIVE SEPARATELY BOUND SECTIONS: (1) A MID-YEAR REPORT, (2) TEACHING MATERIALS FOR GRADES 10, 11, AND 12 VOCATIONAL-TECHNICAL ENGLISH, (3) MODEL LEARNING PACKETS, (4) STUDENT EVALUATION TABLES, AND (5) EVALUATION FORMS. (AUTHOR/MU)

VT 101 045

RESEARCH IN MODERN MATHEMATICS AS APPLIED TO MACHINE TRADES. FINAL REPORT. MODERN MATHEMATICS AS APPLIED TO MACHINE TRADES. VOLUMES I AND II.

BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.; INDIANA STATE DEPT. OF PUBLIC INSTRUCTION, INDIANAPOLIS. DIV. OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 700P.

DESCRIPTORS - \*MATHEMATICAL APPLICATIONS; \*MODERN MATHEMATICS; \*MACHINE TOOL OPERATORS; \*TRADE AND INDUSTRIAL EDUCATION; TEXTBOOKS

ABSTRACT - THIS DOCUMENT CONTAINS A REPORT OF A PROJECT TO DEVELOP RELATED MATHEMATICS MATERIALS FOR THE MACHINE TRADES USING MODERN TERMINOLOGY AND APPROACH. GOALS OF THE PROJECT WERE ESTABLISHED, BASIC OPERATIONS IN THE MACHINE TRADES WERE IDENTIFIED, AND TECHNICAL INFORMATION SHEETS FORMALIZED. THE BULK OF THE DOCUMENT IS THE RESULT OF THE RESEARCH IN THE 2-VOLUME TEXTBOOK, "MODERN MATHEMATICS AS APPLIED TO THE MACHINE TRADES." IN EACH OF THE TWO VOLUMES 75 TECHNICAL INFORMATION SHEETS CONTAIN OBJECTIVES, TECHNICAL INFORMATION, EXERCISES, AND ANSWERS. VOLUME 1 IS DESIGNED FOR FIRST YEAR MACHINE TOOL TECHNOLOGY STUDENTS AND VOLUME 2 IS DESIGNED FOR STUDENTS IN THE SECOND YEAR. IT IS ADVISED THAT ALL TEACHERS PLANNING TO USE THE VOLUMES PARTICIPATE IN INSERVICE WORKSHOPS OR TAKE AT LEAST ONE CLASS EMPHASIZING MODERN MATHEMATICS. (AUTHOR/MU)

VT 101 055  
COWAN, EARL, AND OTHERS  
WELDING.

OKLAHOMA STATE BOARD FOR VOCATIONAL EDUCATION, STILLWATER. DIV. OF TECHNICAL EDUCATION.  
DOCUMENT NOT AVAILABLE IN VT-ERIC SET.  
PUB DATE - 74 360P.

DESCRIPTORS - \*STATE CURRICULUM GUIDES; \*WELDING; \*TRADE AND INDUSTRIAL EDUCATION; \*TEACHING GUIDES; \*METAL WORKING OCCUPATIONS IDENTIFIERS - \*OKLAHOMA

ABSTRACT - THIS CURRICULUM GUIDE IS DESIGNED TO PROVIDE A BASIC CORE OF WELDING INSTRUCTION FOR VOCATIONAL EDUCATION IN OKLAHOMA. THE GUIDE INCLUDES SIX AREAS OF SUBJECT MATTER PROVIDING TWO OR MORE UNITS OF INSTRUCTION IN EACH AREA. EACH UNIT IS BASED ON BEHAVIORAL OBJECTIVES TO PROVIDE DIRECTION TO THE TEACHING-LEARNING PROCESS AND CONTAINS SUGGESTED ACTIVITIES, INFORMATION SHEETS, TRANSPARENCY MASTERS, JOB SHEETS, AND ASSIGNMENT SHEETS. SUBJECT MATTER INCLUDES SAFETY PRACTICES, METALS, BASIC BLUEPRINT READING, AND OXYACETYLENE, ARC, AND GAS ARC WELDING. RELATED MATERIALS INCLUDE INFORMATION ON PARLIAMENTARY PROCEDURE, PUBLIC SPEAKING, LEADERSHIP, JOB APPLICATION, AND MEASUREMENTS USED IN THE INDUSTRY. (MU)

VT 101 056

AUTO MECHANICS WORKBOOK. PART 4.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF INDUSTRIAL EDUCATION. DOCUMENT NOT AVAILABLE IN VT-ERIC SET.

CALIFORNIA STATE DEPT. OF EDUCATION, BUSINESS SERVICE SECTION, TEXTBOOK AND PUBLICATION SALES, 721 CAPITOL MALL, SACRAMENTO, CALIFORNIA 95814. PUB DATE - 73 167P.

DESCRIPTORS - \*WORKBOOKS; \*AUTO MECHANICS; \*APPRENTICESHIPS; ON THE JOB TRAINING; \*TRADE AND INDUSTRIAL EDUCATION; \*INSTRUCTIONAL MATERIALS

ABSTRACT - WRITTEN FOR A 4-YEAR APPRENTICESHIP TRAINING PROGRAM, THIS WORKBOOK PROVIDES CURRENT, ACCURATE INFORMATION NEEDED TO MEET THE TECHNICAL DEMANDS OF THE AUTO MECHANICS TRADE. FOR EACH TOPIC COVERED IN THE MANUAL, A LIST OF STUDY ASSIGNMENTS IS FOLLOWED BY A

STUDY GUIDE, REQUIRING SHORT COMPLETION ANSWERS FROM THE STUDENT. AN ASSIGNMENT CHECKLIST IS PROVIDED WITH THE TABLE OF CONTENTS TO GIVE AN ACCURATE RECORD OF THE WORK COMPLETED AND TO AVOID DUPLICATION OF TRAINING. (KH)

VT 101 062

FLOOR COVERING. PART I. RESILIENT COVERINGS. WORKBOOK. (REVISED EDITION).

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF INDUSTRIAL EDUCATION. DOCUMENT NOT AVAILABLE IN VT-ERIC SET.

CALIFORNIA STATE DEPT. OF EDUCATION, BUSINESS SERVICE SECTION, TEXTBOOK AND PUBLICATION SALES, 721 CAPITOL MALL, SACRAMENTO, CALIFORNIA 95814. PUB DATE - 73 309P.

DESCRIPTORS - \*ARCHITECTURAL ELEMENTS; \*FLOOR LAYERS; \*FLOORING; \*WORKBOOKS; \*TRADE AND INDUSTRIAL EDUCATION; BUILDING TRADES; SUPPLEMENTARY TEXTBOOKS; CONSTRUCTION (PROCESS)

ABSTRACT - THIS COURSE OUTLINE PROVIDES INSTRUCTORS OF APPRENTICESHIP PROGRAMS WITH TEN UNITS OF INFORMATION ABOUT RESILIENT FLOOR COVERINGS. OVER 50 TOPICS ARE INCLUDED, EACH CONTAINING SUBJECT MATTER INFORMATION AND A STUDY GUIDE WHICH CAN BE USED AS A WORKBOOK. MANY WORKING DRAWINGS ILLUSTRATE THE SUBJECT MATTER WHICH CONTAINS INFORMATION ON THE TRADE, BLUEPRINT READING, RELATED MATHEMATICS, SURFACE PREPARATION, TILE INSTALLATION, COVING SHEET GOODS, AND REPAIR AND MAINTENANCE. A GLOSSARY OF TERMS IS INCLUDED. (MU)

VT 101 201

DIEHL, DONALD W.; PENNER, WAYMAN R. COMMERCIAL CARPENTRY. INSTRUCTIONAL UNITS.

ASSOCIATED GENERAL CONTRACTORS OF AMERICA, WASHINGTON, D.C.; OKLAHOMA STATE DEPT. OF VOCATIONAL AND

TECHNICAL EDUCATION, STILLWATER.  
CURRICULUM AND INSTRUCTIONAL  
MATERIALS CENTER.  
MF AVAILABLE IN VT-ERIC SET.  
OKLAHOMA STATE DEPT. OF VOCATIONAL  
AND TECHNICAL EDUCATION, CURRICULUM  
AND INSTRUCTIONAL MATERIALS CENTER,  
1515 W. SIXTH AVENUE, STILLWATER,  
OK 74074 (\$20.00)  
PUB DATE - 74 1169P.

DESCRIPTORS - \*SHOP CURRICULUM;  
\*CONSTRUCTION (PROCESS);  
\*WOODWORKING; \*CARPENTERS;  
\*INSTRUCTIONAL MATERIALS; UNIT  
PLAN; HAND TOOLS; MACHINE TOOLS;  
BLUEPRINTS; FINISHING

ABSTRACT - AS A COOPERATIVE  
PROJECT, THE ASSOCIATED GENERAL  
CONTRACTORS OF AMERICA AND THE  
OKLAHOMA CURRICULUM AND  
INSTRUCTIONAL MATERIALS CENTER  
PREPARED A COURSE OF INSTRUCTION  
DESIGNED FOR TRAINING THE CARPENTER  
WHO WILL MAKE HIS CAREER IN  
INDUSTRIAL AND COMMERCIAL  
CONSTRUCTION. THE MANUAL IS THE  
PRODUCT OF COORDINATION BETWEEN  
VOCATIONAL-TECHNICAL EDUCATORS AND  
GENERAL CONTRACTORS WHO ACTUALLY  
WORK IN CONSTRUCTION. THE  
COMMERCIAL CARPENTER CURRICULUM  
DESCRIBED INCLUDES 11 SECTIONS,  
EACH WITH ONE OR MORE UNITS OF  
INSTRUCTION. EACH UNIT PRESENTS  
BEHAVIORAL OBJECTIVES, SUGGESTED  
ACTIVITIES FOR TEACHER AND  
STUDENTS, INFORMATION SHEETS,  
ASSIGNMENT SHEETS, JOB SHEETS,  
VISUAL AIDS, TESTS, AND ANSWERS TO  
THE TESTS. THE SECTIONS OF THE  
MANUAL ARE INTRODUCTION,  
LEADERSHIP, RELATED INFORMATION,  
TOOLS, BLUEPRINT READING, SITE,  
FORMING, FRAMING, EXTERIOR FINISH,  
INTERIOR WALL FINISH, AND INTERIOR  
TRIM. (MF)

VT 101 210  
MENSCH, JOHN A.  
OCCUPATIONAL WORK ADJUSTMENT  
PROGRAM. COURSE OF STUDY.

TALLMADGE HIGH SCHOOL, KENT, OHIO.  
OHIO STATE DEPT. OF EDUCATION,  
COLUMBUS. DIV. OF VOCATIONAL  
EDUCATION.

MF AVAILABLE IN VT-ERIC SET.  
DISTRIBUTIVE EDUCATION MATERIALS  
LAB., OHIO STATE UNIV., 1885 NEIL  
AVENUE, 115 TOWNSHEND HALL,  
COLUMBUS, OHIO 43210  
PUB DATE - ND 100P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
PROGRAM GUIDES; \*UNITS OF STUDY  
(SUBJECT FIELDS); \*INSTRUCTOR  
COORDINATORS; \*WORK STUDY PROGRAMS;  
CLASSROOM MATERIALS; \*TEACHING  
MODELS

ABSTRACT - DEVELOPED AS A WORKING  
MODEL FOR USE BY OCCUPATIONAL WORK  
ADJUSTMENT TEACHER-COORDINATORS,  
THIS COURSE OF STUDY CONTAINS  
CURRICULUM MATERIALS WHICH CAN BE  
VARIED TO MEET THE NEEDS OF THE  
CLASS. BEGINNING WITH A GENERAL  
DESCRIPTION OF THE PROGRAM FOR 14  
AND 15 YEAR OLDS WHO ARE ALIENATED  
FROM FORMAL SCHOOLING, THE GUIDE  
OFFERS SAMPLE DAILY SCHEDULES  
FOLLOWED BY 22 DETAILED UNIT LESSON  
PLANS, EACH DEALING WITH  
EMPLOYMENT-RELATED SUBJECTS. OTHER  
FORMS APPLY TO THE STUDENTS' PART-  
TIME WORK EXPERIENCE AND INCLUDE  
SAMPLES OF EMPLOYER RATING SHEETS,  
DAILY LOGS, AND LISTS OF WORK  
STATIONS. (KH)

VT 101 214  
OCCUPATIONAL WORK ADJUSTMENT.  
CURRICULUM OUTLINE.

OHIO STATE UNIV., COLUMBUS.  
DISTRIBUTIVE EDUCATION MATERIALS  
LAB.  
MF AVAILABLE IN VT-ERIC SET.  
DISTRIBUTIVE EDUCATION MATERIALS  
LAB., OHIO STATE UNIV., 1885 NEIL  
AVENUE, 115 TOWNSHEND HALL,  
COLUMBUS, OHIO 43210.  
PUB DATE - ND 537P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
INSTRUCTOR COORDINATORS; \*TEACHING  
GUIDES; LESSON PLANS;  
\*INSTRUCTIONAL MATERIALS; \*LEARNING  
ACTIVITIES; \*VOCATIONAL ADJUSTMENT

ABSTRACT - THIS CURRICULUM OUTLINE  
FOR OCCUPATIONAL WORK ADJUSTMENT  
TEACHER-COORDINATORS PROVIDES AN  
ASSORTMENT OF LESSON PLANS AND

INSTRUCTIONAL MATERIALS DEALING WITH VOCATIONALLY ORIENTED TOPICS. EMPHASIS IS PLACED ON MAINTAINING A NON-THREATENING ACADEMIC ATMOSPHERE AND PROVIDING PERTINENT INFORMATION GEARED TO THE STUDENT'S CURRENT ABILITY LEVEL. THE GUIDE CONTAINS DIAGNOSTIC ACTIVITIES AND SUGGESTIONS FOR IMPROVING ACADEMIC SKILLS AS WELL AS BASIC PRE-EMPLOYMENT INFORMATION. LESSON PLANS REFER TO GAMES, SAMPLE TRANSPARENCIES, WORKSHEETS, AND CHARTS EASILY LOCATED IN THE MANUAL. (KH)

**VT 101 217**  
OCCUPATIONAL WORK ADJUSTMENT.  
VOCATIONAL ORIENTATION.

BOWLING GREEN STATE UNIV., OHIO.  
MF AVAILABLE IN VT-ERIC SET.  
DISTRIBUTIVE EDUCATION MATERIALS LAB., OHIO STATE UNIV., 1885 NEIL AVENUE, 115 TOWNSEND HALL, COLUMBUS, OHIO 43210.  
PUB DATE - ND 164P.

DESCRIPTORS - \*GOAL ORIENTATION;  
\*INSTRUCTIONAL MATERIALS; CAREER EDUCATION; CURRICULUM GUIDES; LESSON PLANS; \*TEACHING GUIDES; \*UNIT PLAN; \*VOCATIONAL ADJUSTMENT

ABSTRACT - THIS CURRICULUM GUIDE IS A SERIES OF SELF-CONTAINED READY-TO-TEACH UNITS ON VOCATIONAL ORIENTATION FOR CLASSROOM USE BY OCCUPATIONAL WORK ADJUSTMENT TEACHER-COORDINATORS. EACH UNIT TEACHING PLAN IS PRECEDED BY AN INTRODUCTION CONTAINING BASIC BEHAVIORAL OBJECTIVES, REFERENCE LISTS, AND METHODS OF EVALUATION. THE LESSON PLAN OF SUGGESTED CONTENT AND METHODOLOGY REFERS TO SAMPLE HANDOUTS, PRE- AND POSTTESTS, TRANSPARENCY MASTERS AND SOURCES OF ADDITIONAL INFORMATION CONCERNING THE UNIT, ALL OF WHICH ARE INCLUDED IN THE GUIDE. GOOD GROOMING, CAREER EXPLORATION, PRE-EMPLOYMENT ACTIVITIES, AND JOB SAFETY ARE SOME OF THE TOPICAL AREAS COVERED BY THE UNITS. (KH)

**VT 101 226**  
TEACHING MATERIALS FOR GENERAL

RELATED LESSONS IN INDUSTRIAL COOPERATIVE TRAINING.

VIRGINIA POLYTECHNIC INST. AND STATE UNIV., BLACKSBURG. DEPT. OF EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
BULL-6  
PUB DATE - MAR70 87P.

DESCRIPTORS - COOPERATIVE PROGRAMS; \*INDUSTRIAL TRAINING; \*RESOURCE GUIDES; RESOURCE MATERIALS; \*CLASSROOM MATERIALS; \*COOPERATIVE EDUCATION; AUDIOVISUAL AIDS

ABSTRACT - THIS RESOURCE GUIDE WAS DEVELOPED AS AN AID FOR TEACHERS OF RELATED CLASSROOM COURSES IN INDUSTRIAL COOPERATIVE TRAINING PROGRAMS. ARRANGED BY LESSON IN CONJUNCTION WITH A RELATED TEACHING GUIDE, THE MATERIALS, INCLUDING BOOKS, FILMS, FILMSTRIPS, TRANSPARENCIES AND LISTENING TAPES, ARE GEARED FOR HIGH SCHOOL STUDENTS PREPARING FOR ENTRY LEVEL EMPLOYMENT IN INDUSTRIAL, TECHNICAL, AND HEALTH AREAS. SOURCE ADDRESSES ALONG WITH OTHER RELEVANT INFORMATION ARE PROVIDED TO FACILITATE LOCATING THE MATERIALS. (KH)

**VT 101 227**  
INSTRUCTIONAL GUIDE FOR COSMETOLOGY.

VIRGINIA POLYTECHNIC INST. AND STATE UNIV., BLACKSBURG. DEPT. OF EDUCATION.  
VIRGINIA STATE DEPT. OF EDUCATION. DIV. OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - OCT72 481P.

DESCRIPTORS - \*COSMETOLOGY; \*TRADE AND INDUSTRIAL EDUCATION; \*STATE CURRICULUM GUIDES; \*TEACHING GUIDES; COSMETOLOGISTS  
IDENTIFIERS - VIRGINIA

ABSTRACT - THIS VIRGINIA STATE CURRICULUM GUIDE COMPRISES 12 UNITS OF INSTRUCTION COVERING THE MATERIAL NEEDED TO PREPARE COSMETOLOGY CANDIDATES FOR LICENSURE IN THE STATE. DESIGNED

FOR A 3-YEAR COURSE OF STUDY IN THE SECONDARY SCHOOLS, A 5-COLUMN TEACHING GUIDE PRESENTS THE UNIT TITLE, THE CONCEPTS TO BE TAUGHT, THE TEACHER PRESENTATION, STUDENT ACTIVITY, AND TEACHING AIDS. A SUMMARY OUTLINE SUGGESTS THE NEEDED TIME IN EACH YEAR OF THE COURSE FOR EACH UNIT TO BE TAUGHT. THE UNIT TITLES INCLUDE THE FOLLOWING: (1) CARE OF THE HANDS AND FEET, (2) CARE OF THE SKIN AND SCALP, (3) HAIRCOLORING, (4) HAIR PIECES, (5) HAIR SHAPING, (6) HAIR STRAIGHTENING, (7) HAIR STYLING, (8) IMAGE DEVELOPMENT, (9) PERMANENT WAVING, (10) PROFESSIONAL MAKEUP, (11) SALON MANAGEMENT, AND (12) SHAMPOOING AND COLORLESS RINSING. (MU)

#### VT 101 232

INSTRUCTIONAL GUIDE FOR AUTOBODY REPAIR.

VIRGINIA POLYTECHNIC INST. AND STATE UNIV., BLACKSBURG. DEPT. OF EDUCATION.  
VIRGINIA STATE DEPT. OF EDUCATION, RICHMOND. DIV. OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - APR73 140P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; \*STATE CURRICULUM GUIDES; \*TEACHING GUIDES; \*AUTO BODY REPAIRMEN; MOTOR VEHICLES; \*REPAIR  
IDENTIFIERS - VIRGINIA

ABSTRACT - THIS CURRICULUM GUIDE CONTAINS 11 UNITS OF INSTRUCTIONAL MATERIAL FOR A 1080-HOUR COURSE OF STUDY IN AUTO BODY REPAIR FOR THE SECONDARY SCHOOLS OF VIRGINIA. EACH UNIT OUTLINES THE MATERIAL IT COVERS AND PROVIDES A 4-COLUMN TEACHING GUIDE OF TITLE, INFORMATION, STUDENT ACTIVITIES, AND INSTRUCTIONAL AIDS. THE COURSE INCLUDES WELDING, CUTTING, AND SHAPING METAL, BASIC AUTOMOTIVE ELECTRICITY, BODY AND FRAME REPAIR, REFINISHING, AND SHOP MANAGEMENT. AN EXTENSIVE BIBLIOGRAPHY, A SAMPLE LESSON PLAN, AND A SUGGESTED EQUIPMENT LIST ARE APPENDED. (MU)

#### VT 101 233

VOCATIONAL CARPENTRY CURRICULUM GUIDE.

VIRGINIA POLYTECHNIC INST. AND STATE UNIV., BLACKSBURG. DEPT. OF EDUCATION.  
VIRGINIA STATE DEPT. OF EDUCATION, RICHMOND. DIV. OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - APR73 162P.

DESCRIPTORS - BUILDING TRADES; \*TRADE AND INDUSTRIAL EDUCATION; SECONDARY GRADES; \*SHOP CURRICULUM; \*CARPENTERS; \*CURRICULUM GUIDES; \*TIME BLOCKS; VOCATIONAL EDUCATION

ABSTRACT - THIS MANUAL IS PRESENTED AS A BASIC GUIDE FOR USE BY VOCATIONAL CARPENTRY INSTRUCTORS IN FORMULATING THEIR OWN COURSES OF STUDY. DESIGNED FOR CLASSES AT THE TENTH, ELEVENTH, AND TWELFTH GRADE LEVELS, THE MATERIAL IS PLANNED AS A 2-YEAR SEQUENCE, INCORPORATING 1080 CLASS HOURS OF INSTRUCTION. SUGGESTED UNITS OF INSTRUCTION, EMPHASIZING LIGHT AND RESIDENTIAL TYPE CONSTRUCTION, ARE PRESENTED IN A BLOCK TIME SCHEDULE, PROVIDING A CHART OF INFORMATION AND ACTIVITIES TO BE INCLUDED IN EACH UNIT AND A LISTING OF RELATED INSTRUCTIONAL AIDS. SAMPLE LESSON PLANS, REFERENCE SHEETS AND OTHER CLASSROOM MATERIALS ARE APPENDED. (KH)

#### VT 101 234

LABORATORY MANAGEMENT FOR COSMETOLOGY INSTRUCTION. A MANAGEMENT GUIDE FOR TEACHERS.

VIRGINIA POLYTECHNIC INST. AND STATE UNIV., BLACKSBURG. DIV. OF VOCATIONAL-TECHNICAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 96P.

DESCRIPTORS - \*RECORDS (FORMS); \*COSMETOLOGY; TEACHING GUIDES; \*CLASS MANAGEMENT; \*MANAGEMENT SYSTEMS; \*CLASSROOM MATERIALS; LABORATORY TRAINING



ABSTRACT - THIS BOOKLET CONTAINS RECORD-KEEPING FORMS AND OTHER SELECTED MATERIALS WHICH WILL HELP THE COSMETOLOGY TEACHER ORGANIZE AND MANAGE CLASSES WHERE MANY TYPES OF ACTIVITIES ARE CONDUCTED CONCURRENTLY. AN OPENING SECTION DISCUSSES THE IMPORTANCE OF PLANNING AND INTRODUCES BASIC INSTRUCTIONAL METHODS AND SOURCES OF TEACHING MATERIAL. THE FORMS WHICH FOLLOW INCLUDE SAMPLES OF SCHEDULE SHEETS, INVENTORIES, ATTENDANCE RECORDS AND VARIOUS OTHER BOOKKEEPING MATERIALS AS WELL AS PLANNING FORMS FOR STUDENT INSTRUCTION. THE TABLE OF CONTENTS, ALTHOUGH LISTING RELEVANT TOPICS, DOES NOT APPEAR TO BE COORDINATED WITH THE MATERIAL IN THE GUIDE. (KH)

## VT 101 239

HANSEN, GARY G.

A GUIDE TO THE METRIC SYSTEM.

PURDUE UNIV., LAFAYETTE, IND.  
BUREAU OF OCCUPATIONAL AND ADULT  
EDUCATION (DHEW/OE), WASHINGTON,  
D.C.; INDIANA STATE BOARD OF  
VOCATIONAL EDUCATION, INDIANAPOLIS.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 72 17P.

DESCRIPTORS - \*INSTRUCTIONAL  
MATERIALS; \*METRIC SYSTEM;  
\*MEASUREMENT; \*GUIDES

ABSTRACT - WRITTEN IN NON-TECHNICAL LANGUAGE, THIS BASIC GUIDE TO USING THE METRIC SYSTEM COULD BE OF BENEFIT TO CHILDREN AND ADULTS ALIKE DURING THE INEVITABLE TRANSITION PERIOD IN THE UNITED STATES. A BRIEF DISCUSSION OF THE NEED FOR MEASUREMENT AND THE HISTORY OF MEASURING TECHNIQUES IS FOLLOWED BY AN EXPLANATION OF THE SIX BASIC AREAS OF MEASUREMENT AND THEIR METRIC COMPONENTS. THESE AREAS ARE LENGTH, WEIGHT, MASS, TIME, TEMPERATURE, AND LUMINOUS INTENSITY. THE GUIDE ALSO CONTAINS A TABLE FOR CONVERSION FROM ENGLISH TO METRIC UNITS AND A SUMMARY OF PRACTICAL ADVANTAGES OFFERED BY THE METRIC SYSTEM. (KH)

## VT 101 245

TRAINING COURSE FOR POWER OPERATING  
PERSONNEL. BASIC MATHEMATICS.  
LESSON NO. IV. POSITIVE AND  
NEGATIVE NUMBERS.

DEPARTMENT OF THE INTERIOR, DENVER,  
COLO. ENGINEERING AND RESEARCH  
CENTER.

BUREAU OF RECLAMATION (DEPT. OF  
INTERIOR), WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 74 72P.

DESCRIPTORS - \*JOB TRAINING; \*STUDY  
GUIDES; \*INDIVIDUALIZED  
INSTRUCTION; \*PRACTICAL  
MATHEMATICS; REFRESHER COURSES  
IDENTIFIERS - POWER OPERATING  
PERSONNEL

ABSTRACT - A REFRESHER COURSE  
DESIGNED TO ACQUAINT THE STUDENT  
WITH POSITIVE AND NEGATIVE NUMBERS  
AND THEIR RELATIONSHIP TO EACH  
OTHER IS PRESENTED IN THIS STUDY  
GUIDE WHICH IS ONE OF A SERIES FOR  
TRAINING POWER OPERATING PERSONNEL.  
CONTENT HIGHLIGHTS INCLUDE USE OF  
SYMBOLS TO DESIGNATE POSITIVE AND  
NEGATIVE QUANTITIES, READING OF  
SCALE VALUES ABOVE AND BELOW ZERO,  
ADDITION OF NEGATIVE NUMBERS AND  
POSITIVE AND NEGATIVE NUMBERS,  
SUBTRACTION OF LARGE POSITIVE  
NUMBERS FROM SMALLER POSITIVE  
NUMBERS AND LABELING THE ANSWER,  
AND SOLVING TRULY REPRESENTATIVE  
QUANTITIES REQUIRING THE USE OF  
POSITIVE AND NEGATIVE NUMBERS. THE  
BOOKLET INCLUDES NOT ONLY LESSON  
NUMBER IV, BUT ALSO THE EXERCISE  
AND PROBLEM BOOK, PRETEST AND  
POSTTEST QUESTIONS AND EXERCISES,  
AND ANSWERS TO THE TESTS AND  
EXERCISES. (AUTHOR/LJ)

## VT 101 246

TRAINING COURSE FOR POWER OPERATING  
PERSONNEL. BASIC MATHEMATICS.  
LESSON NO. III. DECIMALS AND  
PERCENT.

DEPARTMENT OF THE INTERIOR, DENVER,  
COLO. ENGINEERING AND RESEARCH  
CENTER.

BUREAU OF RECLAMATION (DEPT. OF  
INTERIOR), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 73 333P.

DESCRIPTORS - \*DECIMAL FRACTIONS;  
\*PERCENTAGE; \*JOB TRAINING;  
\*PRACTICAL MATHEMATICS; \*STUDY  
GUIDES; INDIVIDUALIZED INSTRUCTION;  
REFRESHER COURSES  
IDENTIFIERS - POWER OPERATING  
PERSONNEL

ABSTRACT - THIS STUDY GUIDE WHICH IS LESSON NUMBER III IN THE SERIES FOR TRAINING POWER OPERATING PERSONNEL IS DESIGNED TO BE A REFRESHER COURSE IN DECIMALS AND PERCENT INCLUDING THEIR RELATIONSHIP TO EACH OTHER AND TO FRACTIONS AS WELL AS A PRACTICAL MATHEMATICAL STUDY INVOLVING ALL THREE. COVERED IN THE LESSON ARE NOMENCLATURE OF DECIMALS AND PERCENT; THE RELATIONSHIP BETWEEN FRACTIONS, DECIMALS, AND PERCENT; AND THE CONVERSION OF ONE TO THE OTHER AS WELL AS ADDING, SUBTRACTING, MULTIPLYING, AND DIVIDING DECIMALS. ROUNDING OFF AND CHECKING DECIMAL ANSWERS ARE PART OF THE PROBLEM AND EXERCISES. OF GREAT IMPORTANCE TO POWER PLANT OPERATORS TODAY IS THE SECTION ON CONVERTING MEASUREMENTS IN CERTAIN UNITS TO DECIMALS OF OTHER UNITS IN THE SAME SCALE. FOR USE WITH THE LESSON IS AN EXERCISE AND PROBLEM BOOK, PRETEST AND POSTTEST QUESTIONS AND EXERCISES AND THE ANSWERS TO THE TESTS AND EXERCISES. (AUTHOR/LJ)

VT 101 247  
TRAINING COURSE FOR POWER OPERATING PERSONNEL. BASIC MATHEMATICS.  
LESSON NO. II. FRACTIONS.

DEPARTMENT OF THE INTERIOR, DENVER,  
COLO. ENGINEERING AND RESEARCH  
CENTER.

BUREAU OF RECLAMATION (DEPT. OF  
INTERIOR), WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 73 292P.

DESCRIPTORS - \*JOB TRAINING; \*STUDY  
GUIDES; \*FRACTIONS; \*PRACTICAL  
MATHEMATICS; \*INDIVIDUALIZED  
INSTRUCTION; REFRESHER COURSES;

MATHEMATICS  
IDENTIFIERS - POWER OPERATING  
PERSONNEL

ABSTRACT - A PART OF THE SERIES FOR TRAINING POWER OPERATING PERSONNEL, THIS LESSON IS INTENDED AS A REFRESHER COURSE IN THE USE AND TERMINOLOGY OF FRACTIONS AND THEIR IDENTIFICATION AND USE IN ADDITION, SUBTRACTION, MULTIPLICATION, AND DIVISION AS WELL AS A BRIEFING IN THE SYMBOLS USED IN THESE ARITHMETIC PROCESSES. OTHER TOPICS ARE COMMON DENOMINATORS AND CONVERTING IMPROPER FRACTIONS TO WHOLE OR MIXED NUMBERS. ALONG WITH THE LESSON ARE AN EXERCISE AND PROBLEM BOOK, PRETEST AND POSTTEST QUESTIONS AND EXERCISES, AND THE APPROPRIATE ANSWERS TO THESE TESTS AND EXERCISES. (AUTHOR/LJ)

VT 101 250  
COOK, IVA DEAN  
OCCUPATIONAL NOTEBOOK PROGRAM.  
STUDENT OCCUPATIONAL NOTEBOOK.

WEST VIRGINIA UNIV., NITRO. KANAWHA  
VALLEY GRADUATE CENTER.  
MF AVAILABLE IN VT-ERIC SET.  
RESEARCH PRESS CO., P.O. BOX 3177,  
COUNTRY FAIR STATION, CHAMPAIGN, IL  
61820  
PUB DATE - 72 47P.

DESCRIPTORS - \*TRAINABLE MENTALLY  
HANDICAPPED; \*WORK ATTITUDES;  
\*WORKBOOKS; JOB SKILLS; \*EMPLOYEE  
RESPONSIBILITY

ABSTRACT - THIS STUDENT NOTEBOOK, PART OF AN OCCUPATIONAL ORIENTATION PROGRAM FOR THE EDUCABLE MENTALLY RETARDED, IS DESIGNED TO GUIDE STUDENTS THROUGH A SERIES OF EXERCISES PLANNED TO GIVE THEM THE PRACTICAL SKILLS AND BASIC KNOWLEDGE REQUIRED FOR EMPLOYMENT. OPPORTUNITY IS PROVIDED FOR EXPOSURE TO THE FOLLOWING: (1) FILLING OUT APPLICATION FORMS, (2) PREPARING FOR AN INTERVIEW, (3) GETTING TO WORK ON TIME, (4) USING THE TELEPHONE, (5) PERSONAL GROOMING TIPS, AND (6) DEVELOPING A WORKABLE JOB VOCABULARY. IT IS SUGGESTED THAT THE STUDENTS

COMPLETE SPECIFIC ENTRIES ON PRACTICE SHEETS FIRST SO THAT THE NOTEBOOK MAY SERVE AS A PERMANENT REFERENCE TOOL. (KH)

#### VT 101 261

TRADE PREPARATORY TRAINING GUIDES: WELDING AND CUTTING, DRAFTING, MACHINE SHOP, GRAPHIC ARTS, AUTO-MECHANICS, COMMUNICATIONS ELECTRONICS/INDUSTRIAL ELECTRONICS, TELEVISION AND RADIO/APPLIANCE REPAIR, FOUNDRY.

NEBRASKA STATE DEPT. OF EDUCATION, LINCOLN, DIV. OF VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

NEBRASKA STATE DEPT. OF EDUCATION, DIV. OF VOCATIONAL EDUCATION, 233 SOUTH TENTH STREET, LINCOLN, NB 68508

PUB DATE - ND 603P.

DESCRIPTORS - \*CURRICULUM GUIDES; \*OCCUPATIONAL CLUSTERS; \*TRADE AND INDUSTRIAL EDUCATION; COMMUNICATIONS; ELECTRONICS; APPLIANCE REPAIRING; TELEVISION REPAIRMAN; RADIO TECHNOLOGY; FOUNDRIES; WELDING; METAL WORKING OCCUPATIONS; DRAFTING; GRAPHIC ARTS; AUTO MECHANICS (OCCUPATION)

ABSTRACT - EIGHT CURRICULUM GUIDES FOR TRADE AND INDUSTRIAL EDUCATION COMPRISE THIS PACKET. EACH TRADE PREPARATORY TRAINING GUIDE CONTAINS DEFINITIONS, AN OCCUPATIONAL ANALYSIS CHART, AN INTRODUCTION, USE OF THE GUIDE INFORMATION, TEACHER RESPONSIBILITIES, AND CONTENT (IDENTIFIED TRADE TASKS INFORMATION). THE EIGHT AREAS ARE THE FOLLOWING: (1) WELDING AND CUTTING, (2) DRAFTING, (3) MACHINE SHOP, (4) GRAPHIC ARTS, (5) AUTO-MECHANICS, (6) COMMUNICATIONS ELECTRONICS/INDUSTRIAL ELECTRONICS, (7) TELEVISION AND RADIO REPAIR/APPLIANCE REPAIR, AND (8) FOUNDRY. APPENDED IN EACH BOOKLET ARE A SAMPLE EMPLOYMENT APPLICATION AND A SAMPLE TRADE AND INDUSTRIAL EDUCATION INJURY REPORT FORM. RECOMMENDED TEXTS AND REFERENCES ARE ALSO FURNISHED. (LJ)

#### VT 101 270

FITCH, JOHN W., JR.

AIR CONDITIONING AND REFRIGERATION VOCATIONAL TRAINING. MODULAR INSTRUCTION.

FEDERAL REFORMATORY, PETTERSBURG, VA.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - JAN74 189P.

DESCRIPTORS - \*CURRICULUM GUIDES; \*AIR CONDITIONING; \*REFRIGERATION; \*REFRIGERATION MECHANICS; AIR CONDITIONING EQUIPMENT; \*INDIVIDUALIZED INSTRUCTION

ABSTRACT - THIS AIR CONDITION AND REFRIGERATION MODULAR INSTRUCTIONAL MANUAL CONSISTS OF TWENTY-THREE MODULES COMPRISED OF FIFTY-FIVE PERFORMANCE OBJECTIVES. EACH MODULE CONTAINS ONE OR MORE PERFORMANCE OBJECTIVES. A SAMPLING OF TOPICS INCLUDE: BASIC REFRIGERATION PRINCIPALS, BASIC AIR CONDITIONING, BASIC ELECTRICITY, WIRING DIAGRAMS, THREE PHASE ELECTRIC MOTORS, MOTOR PROTECTIVE DEVICES, AND ELECTRICAL TROUBLESHOOTING. EACH PERFORMANCE OBJECTIVE HAS RELATED INSTRUCTIONS INCLUDING: CONDITIONS, REFERENCE, SOURCE, BEHAVIOR, AND PERFORMANCE CRITERIA. THREE AREAS OF RELATED STUDY ARE UTILIZED FOR ALL PERFORMANCE OBJECTIVES. THESE AREAS ARE: RELATED TRAINING CLASSES, RESOURCE MATERIALS CENTER, AND TRADE THEORY. (KB)

#### VT 101 289

HENDERSON, W. CHARLES, AND OTHERS  
GENERAL MECHANICAL TRADES. A CURRICULUM GUIDE 1971. REVISED, 1973.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER. OKLAHOMA STATE BOARD FOR VOCATIONAL EDUCATION, STILLWATER, DIV. OF TECHNICAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER, 1515 W. SIXTH AVENUE, STILLWATER,

OK 74074 (\$10.00)  
PUB DATE - 73 408P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*MECHANICAL SKILLS; \*MECHANICS  
(PROCESS); \*BLUEPRINTS; \*WELDING;  
ENGINES  
IDENTIFIERS - OKLAHOMA

ABSTRACT - THIS GENERAL MECHANICAL  
TRADES CURRICULUM GUIDE INCLUDES  
SIX AREAS. EACH AREA CONSISTS OF  
ONE OR MORE UNITS OF INSTRUCTION.  
EACH INSTRUCTIONAL UNIT INCLUDES  
BEHAVIORAL OBJECTIVES, SUGGESTED  
ACTIVITIES FOR TEACHER AND  
STUDENTS, INFORMATION SHEETS,  
ASSIGNMENT SHEETS, JOB SHEETS,  
VISUAL AIDS, TESTS, AND ANSWERS TO  
THE TEST. UNITS ARE PLANNED FOR  
MORE THAN ONE LESSON OR CLASS  
PERIOD OF INSTRUCTION. SECTIONS  
INCLUDE: SAFETY-TOOLS, MEASURING-  
BLUEPRINT, GAS WELDING, ARC  
WELDING, SMALL ENGINES, AND METAL  
WORK. (KB)

VT 101 292  
MANUEL, EDWARD F.; PENNER, WAYMAN  
R.  
AUTO BODY. REPAIR AND REPAINTING.  
INSTRUCTIONAL UNITS.

OKLAHOMA STATE DEPT. OF VOCATIONAL  
AND TECHNICAL EDUCATION,  
STILLWATER. CURRICULUM AND  
INSTRUCTIONAL MATERIALS CENTER.  
OKLAHOMA STATE BOARD FOR VOCATIONAL  
EDUCATION, STILLWATER. DIV. OF  
TECHNICAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
OKLAHOMA STATE DEPT. OF VOCATIONAL  
AND TECHNICAL EDUCATION, CURRICULUM  
AND INSTRUCTIONAL MATERIALS CENTER,  
1515 W. SIXTH AVENUE, STILLWATER,  
OK 74074 (\$20.00)  
PUB DATE - 74 1475P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*AUTO BODY REPAIRMEN; \*TRADE AND  
INDUSTRIAL EDUCATION; REPAIR;  
SKILLED OCCUPATIONS; WELDING  
IDENTIFIERS - OKLAHOMA

ABSTRACT - THIS PUBLICATION IS  
DESIGNED TO PROVIDE INSTRUCTION  
LEADING TOWARD ENTRY LEVEL  
EMPLOYMENT AS AN AUTO BODY

REPAIRMAN. THE PURPOSE OF THIS  
MANUAL IS TO PROVIDE A BASE FOR  
AUTO BODY INSTRUCTORS WHICH WILL  
AID IN THE STANDARDIZATION OF  
INSTRUCTION. AUTO BODY CURRICULUM  
INCLUDES ELEVEN SECTIONS. EACH  
SECTION CONSISTS OF ONE OR MORE  
UNITS OF INSTRUCTION. EACH  
INSTRUCTIONAL UNIT INCLUDES  
PERFORMANCE OBJECTIVES, SUGGESTED  
ACTIVITIES FOR TEACHER AND  
STUDENTS, INFORMATION SHEETS,  
ASSIGNMENT SHEETS, JOB SHEETS,  
VISUAL AIDS, TESTS, AND ANSWERS TO  
THE TEST. UNITS ARE PLANNED FOR  
MORE THAN ONE LESSON OR CLASS  
PERIOD OF INSTRUCTION. TITLES OF  
THE ELEVEN SECTIONS ARE:  
INTRODUCTION, RELATED INFORMATION,  
BODY AND FRAME CONSTRUCTION, TOOLS,  
WELDING, BASIC METAL REPAIR,  
HARDWARE, GLASS AND TRIM, MAJOR  
METAL REPAIR, REFINISHING, DAMAGE  
ESTIMATING, AND MISCELLANEOUS.  
(AUTHOR/KR)

VT 101 295  
STEINGRESS, FREDERICK M., AND  
OTHERS  
STATIONARY ENGINEERING,  
ENVIRONMENTAL CONTROL,  
REFRIGERATION. LABORATORY MANUAL-1.

RUTGERS, THE STATE UNIV., NEW  
BRUNSWICK, N.J. CURRICULUM LAB.  
NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - SEP74 135P.

DESCRIPTORS - \*LABORATORY MANUALS;  
\*ENGINEERING EDUCATION; TECHNICAL  
EDUCATION; ENGINEERING TECHNICIANS;  
\*REFRIGERATION; \*CONTROLLED  
ENVIRONMENT; \*AIR CONDITIONING;  
ELECTRICITY  
IDENTIFIERS - NEW JERSEY

ABSTRACT - THIS LABORATORY MANUAL  
IS FOR THE STATIONARY ENGINEERING  
STUDENT. THE OBJECTIVES OF THE  
COURSE ARE TO DEVELOP: (1) A SENSE  
OF PERSONAL RESPONSIBILITY, (2)  
PRIDE IN A JOB WELL DONE, (3) SELF  
DISCIPLINE, (4) RESPECT FOR HIMSELF  
AND OTHERS, (5) ABILITY TO GIVE AS  
WELL AS TAKE ORDERS, AND (6)

SUFFICIENT KNOWLEDGE AND SKILLS TO ENTER INDUSTRY AND COMPETE SUCCESSFULLY. IN THIS PROGRAM THREE AREAS OF STUDY ARE PRESENTED: STATIONARY ENGINEERING, ENVIRONMENTAL CONTROL, AND REFRIGERATION. EACH ASSIGNMENT INCLUDES: THE TITLE, OBJECTIVES, LOCATION, PROCEDURES, AND ASSIGNMENT. THIS LABORATORY MANUAL IS CLOSELY CORRELATED WITH THE RELATED SCIENCE MANUAL. (AUTHOR/KB)

VT 101 299  
ELECTRONICS/ELECTRICITY.  
INSTRUCTOR'S DATA GUIDE.

OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
DOCUMENT NOT AVAILABLE IN VT-ERIC SET.  
DELMAR PUBLISHERS, MOUNTAINVIEW AVENUE, ALBANY, NY 12205.  
PUB DATE - 71 102P.

DESCRIPTORS - \*TEACHING GUIDES;  
ELECTRONICS; \*LABORATORY  
EXPERIMENTS; \*LABORATORY MANUALS;  
\*ELECTRICITY

ABSTRACT - DESIGNED TO CORRELATE WITH A STUDENT WORKBOOK, THIS INSTRUCTOR'S GUIDE FOR ELECTRONICS/ELECTRICITY OFFERS A FORMAT ARRANGED TO PROVIDE USEFUL INFORMATION ABOUT EACH OF 27 LABORATORY EXPERIMENTS. FOLLOWING BRIEFLY STATED OBJECTIVES OF THE EXPERIMENT, DEFINITIONS OF TECHNICAL TERMS AND MATHEMATICAL EXPRESSIONS, APPEARS A COMPLETE LIST OF COMPONENTS AND INSTRUMENTS REQUIRED FOR THE EXPERIMENT. DATA TABLES AND PROBLEMS ARE REPRODUCED FROM THE STUDENT MANUAL, ALONG WITH THE SOLUTIONS TO THE PROBLEMS. IN ADDITION TO THIS INFORMATION, THE GUIDE CONTAINS OTHER COMMENTS IN THE FORM OF PRECAUTIONS, ANALYSIS NOTES, AND TEACHING SUGGESTIONS. AN EQUIPMENT LIST IS APPENDED. (KH)

VT 101 300  
ELECTROMECHANISMS/DEVICES.  
INSTRUCTOR'S DATA GUIDE.

OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

DOCUMENT NOT AVAILABLE IN VT-ERIC SET.  
DELMAR PUBLISHERS, MOUNTAINVIEW AVENUE, ALBANY, NY 12205.  
PUB DATE - 71 73P.

DESCRIPTORS - \*TEACHING GUIDES;  
\*ELECTROMECHANICAL TECHNOLOGY;  
\*LABORATORY EXPERIMENTS; LABORATORY MANUALS

ABSTRACT - DESIGNED TO CORRELATE WITH A STUDENT WORKBOOK, THIS INSTRUCTOR'S GUIDE FOR ELECTROMECHANISMS/DEVICES OFFERS A FORMAT ARRANGED TO PROVIDE USEFUL INFORMATION ABOUT EACH LABORATORY EXPERIMENT. FOLLOWING BRIEFLY STATED OBJECTIVES OF THE EXPERIMENT, DEFINITIONS OF TECHNICAL TERMS AND MATHEMATICAL EXPRESSIONS, APPEARS A COMPLETE LIST OF COMPONENTS AND INSTRUMENTS REQUIRED FOR THE EXPERIMENT. DATA TABLES AND PROBLEMS ARE REPRODUCED FROM THE STUDENT MANUAL ALONG WITH SOLUTIONS TO THE PROBLEMS. IN ADDITION TO THIS INFORMATION, THE GUIDE CONTAINS OTHER COMMENTS IN THE FORM OF PRECAUTIONS, ANALYSIS NOTES AND TEACHING SUGGESTIONS. AN EQUIPMENT LIST IS APPENDED. (KH)

VT 101 413  
STATIONARY ENGINEERING  
ENVIRONMENTAL CONTROL  
REFRIGERATION. LABORATORY I -  
TEACHERS GUIDE.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.  
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - SEP74 98P.

DESCRIPTORS - \*LABORATORY MANUALS;  
TEACHING GUIDES; \*ENGINEERING  
TECHNOLOGY; \*REFRIGERATION; \*TRADE  
AND INDUSTRIAL EDUCATION;  
\*CONTROLLED ENVIRONMENT

ABSTRACT - THIS TEACHING GUIDE FOR ENGINEERING INSTRUCTORS COVERS THE LABORATORY LESSONS IN A PROGRAM OF THREE AREAS: (1) STATIONARY ENGINEERING, (2) ENVIRONMENTAL



CONTROL, AND (3) REFRIGERATION. IN 18 UNITS OF WORK, 83 LABORATORY LESSONS ARE COVERED AND IN ADDITION, PERIODS FOR 20 LESSONS OUTSIDE THE LABORATORY ARE SCHEDULED. EACH LESSON CONTAINS ITS OBJECTIVES, AIDS TO BE USED, PROCEDURE, TESTING AND ASSIGNMENT. (MU)

VT 101 414  
ROSELLE, PAUL  
MACHINE SHOP OPERATIONS-II. STUDENT MANUAL.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB. NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION. MF AVAILABLE IN VT-ERIC SET. PUB DATE - SEP74 77P.

DESCRIPTORS - \*CURRICULUM GUIDES; \*MACHINE TOOLS; \*MACHINE TOOL OPERATORS; TRADE AND INDUSTRIAL EDUCATION; \*JOB SKILLS; MACHINISTS; SAFETY; TECHNICAL ILLUSTRATION IDENTIFIERS - NEW JERSEY

ABSTRACT - THE PURPOSE OF THIS STUDENT MANUAL IS TO GUIDE SECOND YEAR STUDENTS IN THE DEVELOPMENT OF MACHINE SHOP SKILLS. THE INSTRUCTIONAL UNITS REFLECT THE DIVISIONS COMMON TO THE MACHINE SHOP AND EMPHASIZE: (1) THE PROPER USE OF MACHINES, INCLUDING PROPER SET-UP PROCEDURES, (2) THE PROPER USE OF THE CORRECT TOOL, AND (3) GENERAL MACHINE SHOP THEORY INCLUDING THE CORRECT SAFETY PROCEDURES. AS A STUDENT PROGRESSES THROUGH THE INSTRUCTIONAL UNITS HE WILL BE GUIDED THROUGH A SERIES OF COMMON MACHINE SHOP OPERATIONS THAT NOT ONLY DEVELOP MACHINE SKILLS, BUT ALSO RESULT IN THE PRODUCTION OF MACHINE SHOP EQUIPMENT. FOR EACH OF THE COMMON MACHINE SHOP OPERATIONS TO BE COMPLETED THE STUDENT IS PROVIDED WITH THE TRADE THEORY AS WELL AS THE SPECIFIC MACHINING PROCESSES INVOLVED IN COMPLETING THE TASK. THE PRINCIPAL PARTS OF EACH MACHINE ARE ILLUSTRATED AND EXPLAINED. A STUDENT PROGRESS CHART AND

TECHNICAL DRAWINGS WITH DIMENSIONS AND TOLERANCES ARE APPENDED. (AUTHOR/KB)

VT 101 416  
THE OREGON VO-TECH MATH PROJECT, PHASE ONE OF TWO. FINAL REPORT.

LINN-BENTON COMMUNITY COLL., ALBANY, OREG. OREGON STATE DEPT. OF EDUCATION, SALEM. DIV. OF COMMUNITY COLLEGES AND VOCATIONAL EDUCATION. MF AVAILABLE IN VT-ERIC SET. PUB DATE - 27JUN74 200P.

DESCRIPTORS - \*INSTRUCTIONAL MATERIALS; \*INDIVIDUALIZED INSTRUCTION; \*PRACTICAL MATHEMATICS; \*TEACHER DEVELOPED MATERIALS; \*VOCATIONAL EDUCATION; OCCUPATIONAL CLUSTERS IDENTIFIERS - LINN-BENTON COMMUNITY COLLEGE; OREGON

ABSTRACT - TO PROVIDE REALISTIC VERBAL PROBLEM SETS FOR OCCUPATIONAL COURSES OFFERED IN OREGON COMMUNITY COLLEGES AND HIGH SCHOOLS, THE LINN-BENTON COMMUNITY COLLEGE HAS EVALUATED A SMALL SUBSET OF INSTRUCTIONAL PACKAGES FOR A NUMBER OF SPECIFIC CAREER CLUSTERS. TWELVE SELECTED HIGH SCHOOLS AND SEVEN COMMUNITY COLLEGES PROVIDED THE EVALUATION SITES FOR THE STUDY. THE INSTRUCTIONAL MATERIALS WERE CONVERTED TO AN INDIVIDUALIZED FORMAT USING THE FOLLOWING MATH TOPICS: WHOLE NUMBERS, DECIMALS, FRACTIONS AND RATIO AND PORTIONS. PROBLEM SETS WERE CHOSEN FOR THE OCCUPATIONAL FIELDS OF BUILDING CONSTRUCTION, INDUSTRIAL MECHANICS, METALS, MARKETING, CLERICAL, AND WOOD PRODUCTS. FOLLOWING THEIR CLASSROOM USE OF THE MATERIALS, INSTRUCTORS PROVIDED SUGGESTIONS AND REVISIONS FOR THE PROBLEM SETS. SAMPLE WORKSHEETS ARE INCLUDED IN THE DOCUMENT. (MU)

VT 101 443  
BACKGROUND FOR BUILDERS - RELATED SCIENCE AND TRADE INFORMATION FOR THE BUILDING TRADES.

RUTGERS, THE STATE UNIV., NEW  
BRUNSWICK, N.J. CURRICULUM LAB.  
NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JAN75 239P.

DESCRIPTORS - \*BUILDING TRADES;  
\*TRADE AND INDUSTRIAL EDUCATION;  
\*VOCATIONAL EDUCATION  
IDENTIFIERS - NEW JERSEY

ABSTRACT - THIS SET OF SCIENCE  
LESSONS ABOUT THE BUILDING INDUSTRY  
IS WRITTEN TO BE FUN FOR STUDENTS  
BY INCLUDING FICTION, HUMOR, AND  
CARTOONS WITHIN EACH UNIT. THE UNIT  
TITLES ARE PLANS, EXCAVATION,  
MASONRY, FRAME CONSTRUCTION,  
PLUMBING, HEATING AND COOLING,  
ELECTRICITY, PAINTING, WALL AND  
FLOOR COVERS, SHEET METAL,  
VENTILATION, AND INSECT CONTROL.

VT 101 444

ZERO IN ON COOPERATIVE VOCATIONAL  
EDUCATION TRAINING AGREEMENTS.

OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JAN74 36P.

DESCRIPTORS - \*COOPERATIVE  
EDUCATION; \*SCHOOL INDUSTRY  
RELATIONSHIP; \*CONTRACTS;  
SPECIFICATIONS

ABSTRACT - THIS PUBLICATION IS  
INTENDED TO ENCOURAGE STATES AND  
LOCALITIES TO GIVE FURTHER  
CONSIDERATION TO THE DEVELOPMENT  
AND UTILIZATION OF TRAINING  
AGREEMENTS IN THE CONDUCT OF  
COOPERATIVE VOCATIONAL EDUCATION  
PROGRAMS. BY WAY OF EXAMPLE AND  
ILLUSTRATION, TWELVE TRAINING  
AGREEMENTS WERE IDENTIFIED FOR USE  
IN THIS PUBLICATION. THE  
INFORMATION CONTAINED IN THIS  
PUBLICATION MAY BE VIEWED AS A FORM  
OF TECHNICAL ASSISTANCE.  
(AUTHOR/KB)

VT 101 445

TRACY, VIRGINIA  
VOCABULARY SKILLS - AUTO SHOP.

BOOKLET I - ALPHABETIZING; BOOKLET  
II - WORD STUDY; BOOKLET III - WORD  
MEANING.

RUTGERS, THE STATE UNIV., NEW  
BRUNSWICK, N.J. CURRICULUM LAB.  
NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - SEP74 70P.

DESCRIPTORS - \*AUTO MECHANICS;  
\*VOCABULARY SKILLS; \*SEMANTICS;  
\*WORD STUDY SKILLS; \*ALPHABETIZING  
SKILLS  
IDENTIFIERS - NEW JERSEY

ABSTRACT - A SERIES OF THREE  
BOOKLETS ON VOCABULARY SKILLS FOR  
THE AUTO SHOP, THESE BOOKLETS AID  
THE LEARNER IN TWO WAYS: (1) IT  
FAMILIARIZES THE STUDENT WITH THE  
BASIC VOCABULARY USED IN THE AUTO  
SHOP, AND (2) THE STUDENT WORKS  
WITH VOCABULARY SKILLS NEEDED FOR  
SUCCESS IN HIS WORK. THE FIRST  
BOOKLET OF TEN EXERCISES DEALS WITH  
ALPHABETIZING. THE SECOND BOOKLET,  
WORD STUDY, COVERS ROOTS, PREFIXES,  
SUFFIXES, AND THE SYLLABICATION OF  
WORDS. IN ORDER TO USE THIS SECOND  
BOOKLET A STUDENT MUST BE ABLE TO  
USE A DICTIONARY. THE FINAL  
BOOKLET, WORD MEANING, DEALS WITH  
IDENTIFICATION AND DIFFERENTIATION  
OF WORDS USED IN THE AUTO SHOP.  
(AUTHOR/KB)

VT 101 446

VOCABULARY SKILLS - BEAUTY CULTURE.  
BOOKLET NO. 1-ALPHABETIZING;  
BOOKLET NO. 2-WORD STUDY; BOOKLET  
NO. 3-WORD MEANING.

RUTGERS, THE STATE UNIV., NEW  
BRUNSWICK, N.J. CURRICULUM LAB.  
NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - SEP74 74P.

DESCRIPTORS - \*COSMETOLOGY; \*TRADE  
AND INDUSTRIAL EDUCATION; \*WORD  
STUDY SKILLS; \*VOCABULARY  
DEVELOPMENT; \*WORKBOOKS

ABSTRACT - THREE SMALL WORKBOOKS HAVE BEEN DEVELOPED FOR STUDENTS IN A VOCATIONAL COURSE OF COSMETOLOGY FOR BEGINNERS. THEY AIM AT DEVELOPING FAMILIARITY AND SKILL IN THE LANGUAGE OF THE TRADE. TEN EXERCISES EACH IN ALPHABETIZING AND WORD STUDY AND ELEVEN EXERCISES IN WORD MEANING CONSTITUTE THE SKILL TRAINING. (MU)

# VT 101 452

VOCATIONAL EDUCATION STATE INSTRUCTIONAL MATERIALS FOR TECHNICAL EDUCATION. REVISED 1974.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
DEG-0-72-4682  
PUB DATE - 74 36P.

DESCRIPTORS - \*ANNOTATED BIBLIOGRAPHIES; \*ABSTRACTS; \*VOCATIONAL EDUCATION; \*INSTRUCTIONAL MATERIALS; \*TECHNICAL EDUCATION

ABSTRACT - THIS ANNOTATED LISTING OF CURRICULUM MATERIALS FOR TECHNICAL EDUCATION IS PROVIDED IN ORDER TO APPRISE PLANNERS, ADMINISTRATORS, VOCATIONAL EDUCATORS AND OTHERS INTERESTED IN OFFERING OR INVOLVED IN VOCATIONAL PROGRAMS OF THE AVAILABLE CURRICULUM MATERIALS DEVELOPED BY VARIOUS STATES. THE CURRICULUM MATERIALS HAVE BEEN IDENTIFIED WITH THE INSTRUCTIONAL TITLES AND CODES FROM THE CLASSIFICATION SYSTEM OF THE OFFICE OF EDUCATION. THE TITLE OF THE DOCUMENT, PUBLICATION DATE, THE NUMBER OF PAGES, PRICE, AND A SUMMARY OF THE CONTENT IS PROVIDED FOR EACH ANNOTATION. (KB)

# VT 101 455

VOCATIONAL EDUCATION STATE INSTRUCTIONAL MATERIALS FOR TRADE AND INDUSTRIAL OCCUPATIONS. REVISED 1974.

OKLAHOMA STATE DEPT. OF VOCATIONAL

AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
DEG-0-72-4682  
PUB DATE - 74 80P.

DESCRIPTORS - \*ANNOTATED BIBLIOGRAPHIES; \*ABSTRACTS; \*VOCATIONAL EDUCATION; \*INSTRUCTIONAL MATERIALS; \*TRADE AND INDUSTRIAL EDUCATION

ABSTRACT - THIS ANNOTATED LISTING OF CURRICULUM MATERIALS FOR TRADE AND INDUSTRIAL OCCUPATIONS IS PROVIDED IN ORDER TO APPRISE PLANNERS, ADMINISTRATORS, VOCATIONAL EDUCATORS AND OTHERS INTERESTED IN OFFERING OR INVOLVED IN VOCATIONAL PROGRAMS OF THE AVAILABLE CURRICULUM MATERIALS DEVELOPED BY VARIOUS STATES. THE CURRICULUM MATERIALS HAVE BEEN IDENTIFIED WITH THE INSTRUCTIONAL TITLES AND CODES FROM THE CLASSIFICATION SYSTEM OF THE OFFICE OF EDUCATION. THE TITLE OF THE DOCUMENT, THE PUBLICATION DATE, THE NUMBER OF PAGES, PRICE, AND A SUMMARY OF THE CONTENT IS PROVIDED FOR EACH ANNOTATION. (KB)

# VT 101 465

OPTICAL TECHNIQUES OF CHEMICAL ANALYSIS.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB. NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JUL73 123P.

DESCRIPTORS - \*LABORATORY MANUALS; \*LABORATORY PROCEDURES; \*CHEMISTRY; \*TECHNICAL EDUCATION; \*INDUSTRIAL EDUCATION; POST SECONDARY EDUCATION

ABSTRACT - THIS LABORATORY MANUAL IS INTENDED FOR THE USE OF ADVANCED STUDENTS IN AN INDUSTRIAL CHEMICAL DEPARTMENT OF A POSTSECONDARY VOCATIONAL TECHNICAL SCHOOL. IT ASSUMES THAT THE STUDENT HAS

COMPLETED GENERAL, ANALYTICAL AND ORGANIC CHEMISTRY. IN 15 LESSONS, 27 EXPERIMENTS HAVE BEEN SET UP TO USE THE COLORIMETER, SPECTROPHOTOMETER, NEPHELOMETER, REFRACTORY, INFRARED SPECTROPHOTOMETER, AND ATOMIC ABSORPTION SPECTROPHOTOMETER AND WERE DESIGNED SO THAT STUDENTS WITH A MINIMUM OF THEORETICAL PRACTICES COULD PERFORM THEM SUCCESSFULLY WITH MINIMUM DIFFICULTY. REQUIREMENTS FOR GENERAL LABORATORY ORDERLINESS AND FOR THE LABORATORY OUTLINE ARE SET FORTH IN INTRODUCTORY STATEMENTS. EACH LESSON CONTAINS ITS OBJECTIVES, SUBJECT MATTER, AND ASSIGNMENTS. THE EXPERIMENTS CONTAIN THE PURPOSE, THE APPARATUS, THE SOLUTIONS, AND THE GLASSWARE USED, THE PROCEDURES, AND QUESTIONS. (AUTHOR/MU)

VT 101 467  
ETHNIC HAIRDRESSING.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB. NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION. MF AVAILABLE IN VT-ERIC SET. PUB DATE - DEC73 78P.

DESCRIPTORS - \*COSMETOLOGY;  
\*VOCATIONAL EDUCATION  
IDENTIFIERS - \*ETHNIC HAIRDRESSING;  
NEW JERSEY

ABSTRACT - THIS BOOK WAS PREPARED FOR THE BEGINNING STUDENT IN THE FIELD OF COSMETOLOGY, ESPECIALLY FOR THOSE INTERESTED IN LEARNING MORE ABOUT CARE OF ETHNIC-TYPE HAIR. THE LESSONS PROVIDED ARE MEANT TO GIVE THE STUDENT A KNOWLEDGE OF THE PROBLEMS ENCOUNTERED IN DEALING WITH MANY DIFFERENT VARIATIONS IN HAIR, AS WELL AS TO SERVE AS A FOUNDATION FOR MORE COMPLEX MATERIAL. THERE ARE STUDY GUIDES AT THE END OF EACH CHAPTER. CHAPTER TITLES ARE (I) PROFESSIONAL ETHICS, (II) SANITARY REQUIREMENTS AND PROCEDURES, (III) THE NATURE OF HAIR, (IV) DISEASES OF THE HAIR AND SCALP, (V)

SHAMPOOING AND DRYING THE HAIR, (VI) HAIR STRAIGHTENING, (VII) CURLING AND SETTING THE HAIR, (VIII) HAIR CUTTING, AND (IX) HAIRSTYLING HINTS. (AUTHOR/LJ)

VT 101 469  
AUTOMOTIVE COLLISION ESTIMATING.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB. NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION. MF AVAILABLE IN VT-ERIC SET. PUB DATE - DEC73 104P.

DESCRIPTORS - \*STUDY GUIDES; \*TRADE AND INDUSTRIAL EDUCATION; \*MOTOR VEHICLES; \*AUTO BODY REPAIRMEN; REPAIR

ABSTRACT - THIS STUDY GUIDE FOR ESTIMATING BODY REPAIR WORK IS PROVIDED FOR ADVANCED STUDENTS IN AUTO BODY TECHNOLOGY. A WORKING KNOWLEDGE OF AUTO PAINTING, METAL, GLASS, UPHOLSTERY, ASSEMBLY, AND FRAME WORK AND SOME EXPERIENCE IN SHOP PRACTICE ARE PREREQUISITES FOR THE COURSE. THREE UNITS OF WORK CONTAIN 40 LESSONS COVERING SUCH DETAILS AS TERMS AND ABBREVIATIONS USED, INSPECTION SEQUENCE, ITEMIZED PARTS, OPERATION TIMES, AND WRITING THE ESTIMATES. OVER 30 OF THE LESSONS DEAL WITH PARTS. EACH LESSON STATES ITS OBJECTIVE, GIVES DETAILED INFORMATION, AND MAKES AN ASSIGNMENT. (MU)

VT 101 472  
PIERSON, JOHN E., III  
ELEMENTARY TIG WELDING SKILLS.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB. NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION. MF AVAILABLE IN VT-ERIC SET. PUB DATE - OCT74 124P.

DESCRIPTORS - \*INSTRUCTIONAL MATERIALS; \*WELDING; ELECTRICITY; JOB SKILLS; DEAF

ABSTRACT - THIS TEXT WAS PREPARED

FOR WELDING STUDENTS WHO ARE DEAF. ILLUSTRATIONS ARE USED THROUGHOUT THE TEXT TO SUPPLEMENT AND REINFORCE EACH VERBAL CONCEPT. EACH LESSON IS FOLLOWED BY PRACTICAL EXPERIENCE WITH EACH OF THE WELDING SKILLS. TOPICS COVERED INCLUDE: PREPARING TO BE A SAFE WELDER, USING ELECTRICITY IN WELDING, IDENTIFYING TIG WELDING EQUIPMENT, SELECTING TUNGSTEN ELECTRODES, USING INERT GAS, ACTION OF THE ARC, USING THE TORCH IN THE FLAT POSITION, ESTABLISHING THE ARC, MAKING A BUTT WELD, MAKING A FILLET WELD, WELDING ALUMINUM, AND WELDING STAINLESS STEEL. (KB)

#### VT 101 476

A NATIONAL ANNOTATED BIBLIOGRAPHY OF CURRICULUM MATERIALS IN VOCATIONAL AND CAREER EDUCATION.

ILLINOIS STATE BOARD OF VOCATIONAL EDUCATION AND REHABILITATION, SPRINGFIELD. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 828P.

DESCRIPTORS - \*ANNOTATED BIBLIOGRAPHIES; \*ABSTRACTS; \*INSTRUCTIONAL MATERIALS; \*VOCATIONAL EDUCATION; \*CAREER EDUCATION; HEALTH OCCUPATIONS; PRESCHOOL EDUCATION; PUBLIC SERVICE OCCUPATIONS; ADULT EDUCATION; MARKETING; BUSINESS EDUCATION

ABSTRACT - THIS NATIONAL ANNOTATED BIBLIOGRAPHY LISTS CURRICULUM MATERIALS WHICH ARE AVAILABLE IN THE AREAS OF VOCATIONAL AND CAREER INFORMATION. THE AREAS COVERED INCLUDE: APPLIED BIOLOGICAL AND AGRICULTURAL OCCUPATIONS; BUSINESS, MARKETING, AND MANAGEMENT OCCUPATIONS; HEALTH OCCUPATIONS; INDUSTRIAL ORIENTED OCCUPATIONS; PERSONAL AND PUBLIC SERVICE OCCUPATIONS; PRESCHOOL THROUGH GRADES 6; GRADES 7 AND 8; GRADES 9 AND 10; GRADES 11 AND 12; GRADES 13 AND 14; ADULT EDUCATION; HANDICAPPED STUDENTS; DISADVANTAGED STUDENTS; CAREER EDUCATION; COMMON

TO ALL AREAS; TEACHER-EDUCATOR; STATE AGENCY PERSONNEL; OCCUPATIONAL EDUCATION ADMINISTRATOR; AND LOCAL AGENCY GUIDANCE PERSONNEL. EACH ABSTRACT CONTAINS THE TITLE OF MATERIALS, NAME OF DEVELOPERS, TYPE OF MATERIAL, FOR STUDENT USE, TARGET LEVEL OF STUDENT, FOR PROFESSIONAL USE, TRAINING REQUIRED TO USE MATERIALS, CONSULTING SERVICES, COPYRIGHTS, COST, ORDERING INFORMATION, AND THE ABSTRACT. (KB)

#### VT 101 487

MASON, EMMETT E., ED.  
VOCATIONAL TEACHER EDUCATION AT CENTRAL MICHIGAN UNIVERSITY. ANNUAL REPORT 1973-1974.

CENTRAL MICHIGAN UNIV., MOUNT PLEASANT.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 74 - 65P.

DESCRIPTORS - \*PERFORMANCE BASED TEACHER EDUCATION; \*HOME ECONOMICS; \*BUSINESS EDUCATION; \*INDUSTRIAL EDUCATION; \*COURSE OBJECTIVES; CURRICULUM; TEACHER EDUCATION CURRICULUM; VOCATIONAL EDUCATION TEACHERS  
IDENTIFIERS - CENTRAL MICHIGAN UNIVERSITY

ABSTRACT - THE PURPOSE OF THIS REPORT ON VOCATIONAL TEACHER EDUCATION AT CENTRAL MICHIGAN UNIVERSITY IS TO DESCRIBE ACTIVITIES AND PRESENT INFORMATION WHICH RELATES TO FUNDING OBTAINED FROM THE MICHIGAN STATE DEPARTMENT OF EDUCATION. THE MAJOR CONCERN WAS THE DEVELOPMENT OF A COMPETENCY BASED CURRICULUM WITH SETS OF PERFORMANCE OBJECTIVES FOR: HOME ECONOMICS, BUSINESS EDUCATION, STENOGRAPHY, SHORTHAND DICTATION, SHORTHAND DICTATION AND TRANSCRIPTION, BEGINNING TYPEWRITING, INTERMEDIATE TYPEWRITING, ADVANCE TYPEWRITING, AND INDUSTRIAL EDUCATION. INCLUDED IN THE DOCUMENT ARE COURSE DESCRIPTIONS, PROGRAM GOALS, PERFORMANCE OBJECTIVES AND A CHECKLIST OF DUTIES AND TASKS OF A CONSUMER-HOMEMAKING TEACHER.



AND INDUSTRIAL EDUCATION; \*GLASS;  
\*CURRICULUM GUIDES

ABSTRACT - THIS CURRICULUM GUIDE IS  
DESIGNED TO INCREASE THE STUDENT'S  
MATHEMATICS PROFICIENCY BY  
PROVIDING PRACTICAL PROBLEMS AS  
EXAMPLES OF THOSE ENCOUNTERED BY  
WORKERS IN THE SCIENTIFIC GLASS  
INDUSTRY. THERE ARE EXAMPLES FOR  
EACH TOPIC FOLLOWED BY AN  
EXPLANATION. THERE ARE ALSO  
PROBLEMS FOR EACH TOPIC AND REVIEW  
TESTS TO EVALUATE THE STUDENT'S  
PROGRESS. THE UNIT TITLES ARE WHOLE  
NUMBERS, COMMON FRACTIONS, DECIMAL  
FRACTIONS, PERCENTAGE, POWERS AND  
ROOTS, MEASUREMENT, THE SLIDE RULE,  
BASIC ALGEBRA, AND BASIC GEOMETRY.  
AUTHOR/LJ)

VT 101 493

REJO, PAUL E.

DC CIRCUITS/AC CIRCUITS. AN  
INDIVIDUALIZED APPROACH TO  
ELECTRONICS. INSTRUCTOR'S GUIDE AND  
ANSWER KEYS. PROGRESS TESTS.

WESTINGHOUSE LEARNING CORP., PALO  
ALTO, CALIF.

DOCUMENT NOT AVAILABLE IN VT-ERIC  
SET.

PUB DATE - 72 70P.

DESCRIPTORS - \*ELECTRICITY;  
ELECTRONICS; \*WORKBOOKS; \*TESTS;  
ANSWER KEYS

ABSTRACT - THIS INSTRUCTIONAL  
PACKAGE CONTAINS TWO SEPARATE  
STUDENT WORKBOOKS OF PROGRESS TESTS  
AND THE TEACHER'S ANSWER BOOK FOR A  
REPARATION COURSE OF STUDY FOR

AMERICAN ASSOCIATION FOR VOCATIONAL  
INSTRUCTIONAL MATERIALS, ATHENS,  
GA.

DOCUMENT NOT AVAILABLE IN VT-ERIC  
SET.

AMERICAN ASSOCIATION FOR VOCATIONAL  
INSTRUCTIONAL MATERIALS, 120  
ENGINEERING CENTER, ATHENS, GA  
30602 (\$3.00).

PUB DATE - JUL73 24P.

DESCRIPTORS - \*ELECTRICITY;  
\*ELECTRIC MOTORS; \*STUDY GUIDES;  
\*AUTOINSTRUCTIONAL AIDS

ABSTRACT - THIS STUDY GUIDE  
PROVIDES BASIC UNDERSTANDINGS  
NEEDED TO START DEVELOPING  
KNOWLEDGE AND SKILLS WITH RESPECT  
TO THE SELECTION, OPERATION,  
SERVICING, AND REPAIR OF ELECTRIC  
MOTORS. PART 1 REVIEWS THE  
PRINCIPLES OF PERMANENT AND  
ELECTROMAGNETS AND PART 2 DESCRIBES  
THE FUNCTIONING OF DIFFERENT TYPES  
OF MOTORS. COPIES OF THE GUIDE AND  
THE CASSETTE-TAPE-FILMSTRIP  
AUDIOVISUAL WHICH PARALLELS THE  
GUIDE ARE AVAILABLE FROM THE  
AMERICAN ASSOCIATION FOR VOCATIONAL  
INSTRUCTIONAL MATERIALS, ATHENS,  
GEORGIA. (AUTHOR/MU)

VT 101 602

BASIC CONCEPTS IN NUMERICAL  
CONTROL.

RUTGERS, THE STATE UNIV., NEW  
BRUNSWICK, N.J. CURRICULUM LAB.  
NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.

228

& I EDUCATION

233

ABSTRACT - THE PURPOSE OF THIS  
PUBLICATION IS TO GIVE A BRIEF BUT  
COMPREHENSIVE CONCEPT OF VOCATIONAL  
TRAINING WITHIN THE INDUSTRIES  
DIVISION OF THE PENNSYLVANIA BUREAU  
OF CORRECTION. THE MESSAGE IS  
PRIMARILY INTENDED TO GIVE  
AN INTRODUCTION TO THE TRAINING STAGE

TO HAVE ACTUAL BARBER SHOP  
EXPERIENCE IN CONJUNCTION WITH THIS  
HIGH SCHOOL LEVEL COURSE. THE  
INTRODUCTION TO THIS GUIDE PRESENTS  
INFORMATION ABOUT HOW TO SET UP THE  
COURSE, INCLUDING FACILITIES NEEDED  
AND NEW JERSEY STATE LAW. COURSE  
CONTENT OUTLINES ARE PRESENTED FOR  
THE AREAS OF: 1. BARBER SHOP

PUB DATE - AUG74 53P.

DESCRIPTORS - \*STUDY GUIDES;  
\*NUMERICAL CONTROL; \*MATHEMATICAL  
APPLICATIONS; \*INDUSTRIAL  
EDUCATION; \*MACHINE TOOLS;  
PRODUCTION TECHNIQUES; AUTOMATION;  
POST SECONDARY EDUCATION

ABSTRACT - THIS SUPPLEMENTARY TEXT  
AND GUIDE FOR MACHINE TOOL CLASSES  
IN AREA VOCATIONAL/TECHNICAL  
SCHOOLS CONTAINS SIX UNITS OF BASIC  
PRINCIPLES AND EXERCISES IN  
NUMERICAL CONTROL. THE UNITS ARE  
PRESENTED IN 17 LESSONS, EACH OF  
WHICH CONTAINS A UNIT OBJECTIVE,  
FACTUAL INFORMATION, A VOCABULARY  
LIST, AN ASSIGNMENT, AND A TEST.  
(MU)

VT 101 603  
GRANT, GRANVILLE  
TECHNIQUES IN INDIVIDUALIZED  
INSTRUCTION.

WISCONSIN UNIV. - STOUT, MENOMONIE.  
CENTER FOR VOCATIONAL, TECHNICAL  
AND ADULT EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - MAY74 51P.

DESCRIPTORS - \*INDIVIDUALIZED  
INSTRUCTION; \*INDIVIDUAL STUDY;  
\*TEACHING TECHNIQUES; \*TEACHING  
PROCEDURES; \*VOCATIONAL EDUCATION

ABSTRACT - EIGHT TECHNIQUES IN  
INDIVIDUALIZED INSTRUCTION ARE  
DESCRIBED WHICH INCLUDE THE  
FOLLOWING: (1) PROGRAM FOR LEARNING  
IN ACCORDANCE WITH NEEDS (PLAN),  
(2) INDIVIDUALLY PRESCRIBED  
INSTRUCTION (IPI), (3) INDIVIDUALLY  
GUIDED EDUCATION (IGE), (4)  
INDIVIDUALIZED MATHEMATICS SYSTEM  
(IMS), (5) COMPUTER IN EDUCATION  
(PROGRAM LOGIC FOR AUTOMATED  
TEACHING OPERATIONS AND COMPUTER  
ASSISTED INSTRUCTION), (6) THE  
DULUTH PLAN FOR INDIVIDUALIZATION,  
(7) INDEPENDENT STUDY PROGRAMS, (A)  
MIAMI SPRINGS PERSONALIZED  
LEARNING, (B) HAWAII INDEPENDENT  
STUDY PROGRAM, (C) LEARNING  
ACTIVITY PACKAGE, AND (8)  
SIMULATION AND GAMES. (AUTHOR/MU)

VT 101 606

DANIELSON, ROBERT  
INDUSTRIAL EDUCATION CURRICULUM  
DEVELOPMENT. INTERIM REPORT.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 125P.

DESCRIPTORS - \*INDUSTRIAL  
EDUCATION; \*PERFORMANCE CONTRACTS;  
\*WORKSHEETS; \*INSTRUCTIONAL  
MATERIALS; \*SHOP CURRICULUM;  
PERFORMANCE CRITERIA

ABSTRACT - THIS DOCUMENT CONSISTS  
OF SAMPLE LEARNING CONTRACTS, JOB  
SHEETS, AND INSTRUCTIONAL PACKAGES  
FOR CLASSES IN DRAFTING,  
PHOTOGRAPHY, PRINTING, GRAPHICS,  
SMALL ENGINES, AUTOMOTIVE POWER,  
HYDRAULICS, CARPENTRY, AND  
UPHOLSTERY. THE LEARNING CONTRACTS  
CONTAIN TERMS OF AGREEMENT,  
POSSIBLE GRADES, CREDITS,  
DIRECTIONS TO THE STUDENTS  
OBJECTIVES, REQUIREMENTS, AND  
SIGNATURE LINES FOR STUDENT AND  
ADVISOR. THE JOB SHEET CONTAINS  
MATERIALS, TOOLS, PROCEDURES,  
ASSIGNMENT, AND POSTTESTS.  
INSTRUCTIONAL PACKAGES CONSIST OF  
SUPPLEMENTARY TEXT MATERIAL FOR  
SHOP PROCEDURES, A SELF-TEST AND AN  
ANSWER SHEET. (MU)

VT 101 614

O'REILLY, WILLIAM  
ART AND DESIGN FOR PAINTERS, VOLUME  
II.

MIDDLESEX COUNTY VOCATIONAL AND  
TECHNICAL HIGH SCHOOLS, NEW  
BRUNSWICK, N.J.  
RUTGERS, THE STATE UNIV., NEW  
BRUNSWICK, N.J. CURRICULUM LAB.;  
NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
N.J. VOC-TECH CURRICULUM  
LABORATORY, RUTGERS UNIVERSITY,  
BUILDING 4103, KILMER CAMPUS, NEW  
BRUNSWICK, N.J. 08903, \$1.50  
PUB DATE - JUL57 104P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; \*ART; \*DESIGN;  
\*PAINTING; LEARNING ACTIVITIES;

## STUDY GUIDES

ABSTRACT - THIS DOCUMENT IS PART OF A 4-VOLUME SERIES DEALING WITH ART AND DESIGN FOR PAINTERS. VOLUME II CONSISTS OF THREE UNITS, COLOR THEORY, ORNAMENT, AND STENCILS, EACH WITH RELATED INFORMATION AND JOB SHEETS, AND CONCLUDING WITH AN ACHIEVEMENT TEST FOR THAT MATERIAL. VOLUMES I AND IV ARE AVAILABLE AS VT 019 239 AND VT 019 237 RESPECTIVELY, IN ARM VOLUME 6, NUMBER 4, AND VOLUME II IS AVAILABLE AS VT 100 070 IN AIM/ARM VOLUME 7, NUMBER 1. (LJ)

VT 101 615

PIETERSE, CHARLES  
WORLD OF WORK, VOLUME IV,  
INDUSTRIOLOGY PLANBOOK. FINAL  
REPORT.

CONTOOCOOK VALLEY REGIONAL SCHOOL  
DISTRICT, PETERBOROUGH, N.H.  
BUREAU OF OCCUPATIONAL AND ADULT  
EDUCATION (DHEW/OE), WASHINGTON,  
D.C.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JUN73 210P.

DESCRIPTORS - \*PERFORMANCE  
CRITERIA; \*LESSON PLANS;  
\*VOCATIONAL EDUCATION; \*INDUSTRIAL  
EDUCATION; HOME ECONOMICS  
EDUCATION; HEALTH OCCUPATIONS;  
BUSINESS EDUCATION; \*DEVELOPMENTAL  
PROGRAMS  
IDENTIFIERS - NEW HAMPSHIRE; WORLD  
OF WORK

ABSTRACT - THIS DOCUMENT CONSISTS  
OF LESSON OUTLINES AND LISTS OF  
PERFORMANCE CRITERIA FOR  
INDUSTRIAL, HOME ECONOMICS, HEALTH,  
AND BUSINESS OCCUPATIONS, AMONG  
OTHERS. GRADES 7 AND 8 AS WELL AS  
FIRST AND SECOND YEAR VOCATIONAL  
GRADES ARE INCLUDED. NO TABLE OF  
CONTENTS IS PROVIDED. (LJ)

VT 101 616

INDUSTRIAL EDUCATION INSTRUCTIONAL  
GUIDE FOR ELECTRICITY/ELECTRONICS.

HAWAII STATE DEPT. OF EDUCATION,  
HONOLULU. OFFICE OF INSTRUCTIONAL  
SERVICES.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 103P.

DESCRIPTORS - \*INDUSTRIAL  
EDUCATION; \*TEACHING GUIDES;  
\*ELECTRICITY; \*ELECTRONICS;  
\*SECONDARY GRADES; COURSE CONTENT  
IDENTIFIERS - HAWAII

ABSTRACT - THIS TEACHING GUIDE FOR  
COURSES IN ELECTRICITY AND  
ELECTRONICS IN THE SECONDARY  
SCHOOLS IN HAWAII PROVIDES THE  
INSTRUCTOR WITH COURSE OUTLINES,  
PROCEDURES, AND SUBJECT MATTER  
CONTENT OF A GENERAL AND  
EXPLORATORY NATURE. A 3-COLUMN  
GUIDE CONTAINS PERFORMANCE  
OBJECTIVES, SUB-CONCEPTS, AND  
SUGGESTED LEARNING ACTIVITIES  
CONCERNED WITH ELECTRICAL ENERGY.  
TOPICS INCLUDE THEORY, APPLICATION,  
AND CONTROL RELATED TO ELECTRICALLY  
POWERED EQUIPMENT AND  
COMMUNICATIONS EQUIPMENT AND TO  
SUCH CAREER FACTORS AS OCCUPATIONS,  
ECONOMICS, AND CONSUMER  
INFORMATION. (AUTHOR/MU)

VT 101 618

MCKEEL, JACK, AND OTHERS  
JOBSITE SUPERVISOR INSTRUCTOR'S  
MANUAL FOR ELECTRICAL APPRENTICE  
TECHNICAL TRAINING FOR  
CORRESPONDENCE.

NORTH CAROLINA STATE BOARD OF  
EDUCATION, RALEIGH. DEPT. OF  
COMMUNITY COLLEGES.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - MAR73 244P.

DESCRIPTORS - \*MANUALS;  
\*CORRESPONDENCE COURSES;  
\*ELECTRICAL OCCUPATIONS; \*TECHNICAL  
EDUCATION; \*APPRENTICESHIPS

ABSTRACT - A JOBSITE INSTRUCTOR'S  
MANUAL FOR USE WITH A 4-YEAR SERIES  
OF CORRESPONDENCE COURSES FOR  
ELECTRICAL APPRENTICE TECHNICAL  
TRAINING, THIS DOCUMENT PROVIDES  
ASSIGNMENT AND INFORMATION SHEETS  
FOR STUDYING RELATED TOPICS  
NECESSARY IN TRAINING ELECTRICAL  
APPRENTICES. PRIOR TO THE USE OF  
THESE COURSES WHICH PROVIDE THE  
TECHNICAL AND THEORETICAL

T & I EDUCATION

STUDY GUIDES

ABSTRACT - THIS DOCUMENT IS PART OF A 4-VOLUME SERIES DEALING WITH ART AND DESIGN FOR PAINTERS. VOLUME II CONSISTS OF THREE UNITS, COLOR THEORY, ORNAMENT, AND STENCILS, EACH WITH RELATED INFORMATION AND JOB SHEETS, AND CONCLUDING WITH AN ACHIEVEMENT TEST FOR THAT MATERIAL. VOLUMES I AND IV ARE AVAILABLE AS VT 019 239 AND VT 019 237 RESPECTIVELY, IN ARM VOLUME 6, NUMBER 4, AND VOLUME II IS AVAILABLE AS VT 100 070 IN AIM/ARM VOLUME 7, NUMBER 1. (LJ)

VT 101 615

PIETERSE, CHARLES  
WORLD OF WORK, VOLUME IV,  
INDUSTRIOLOGY PLANBOOK. FINAL  
REPORT.

CONTOOCCOOK VALLEY REGIONAL SCHOOL  
DISTRICT, PETERBOROUGH, N.H.  
BUREAU OF OCCUPATIONAL AND ADULT  
EDUCATION (DHEW/OE), WASHINGTON,  
D.C.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JUN73 210P.

SERIES NO. D (FOURTH YEAR).

NORTH CAROLINA STATE BOARD OF  
EDUCATION, RALEIGH. DEPT. OF  
COMMUNITY COLLEGES.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 72 114P.

DESCRIPTORS - \*WORKSHEETS;  
\*CORRESPONDENCE COURSES;  
\*ELECTRICAL OCCUPATIONS; \*TECHNICAL  
EDUCATION; \*APPRENTICESHIPS

ABSTRACT - THIS DOCUMENT CONSISTS  
OF STUDENT WORKSHEETS AND RELATED  
INSTRUCTIONAL MATERIAL FOR FOURTH-  
YEAR ELECTRICAL APPRENTICES. THESE  
CORRESPONDENCE MATERIALS ARE TO BE  
USED AFTER THE STUDENT COMPLETES A  
PHASE OF ON-THE-JOB TRAINING AND  
THE FIRST THREE SERIES OF THIS  
COURSE. THE WORKSHEETS CONTAIN  
PROBLEMS TO SOLVE, QUESTIONS TO  
ANSWER, DIAGRAMS TO DRAW, AND  
BLUEPRINTS TO CONSULT. (AUTHOR/LJ)

VT 101 831

MASCIO, JOSEPH W.; O'CONNOR,  
PATRICK J.

AN ANALYSIS OF THE TERMINAL  
MATERIALS HANDLING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 138P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 830 AND VT  
101 832 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*SERVICE OCCUPATIONS; \*SERVICE  
VEHICLES; TRANSPORTATION; DELIVERY  
SYSTEMS; \*JOB SKILLS; \*OCCUPATIONAL  
INFORMATION; TASK PERFORMANCE;  
EQUIPMENT UTILIZATION  
IDENTIFIERS - \*TRUCKING INDUSTRY

ABSTRACT - THE OCCUPATIONAL  
ANALYSIS PROJECT WAS CONDUCTED FROM  
JUNE 1, 1973 TO DECEMBER 30, 1974  
TO TRAIN VOCATIONAL TEACHERS IN THE  
TECHNIQUES OF MAKING A  
COMPREHENSIVE OCCUPATIONAL  
ANALYSIS. EACH ANALYSIS INCLUDES A

STATEMENT OF THE VARIOUS TASKS  
PERFORMED IN AN OCCUPATION, WITH  
THE APPROPRIATE ITEMS IDENTIFIED  
FOR EACH TASK: TOOLS AND EQUIPMENT,  
PROCEDURAL KNOWLEDGE, SAFETY  
KNOWLEDGE, MATHEMATICS SKILLS, AND  
SCIENCE AND COMMUNICATION NEEDED  
FOR SUCCESSFUL PERFORMANCE. THE  
ANALYSIS DATA PROVIDED A BASIS FOR  
GENERATING INSTRUCTIONAL MATERIALS,  
COURSE OUTLINES, STUDENT  
PERFORMANCE OBJECTIVES, CRITERION  
MEASURES, AND SUPPORTING SKILLS IN  
THE ACADEMIC AREAS. THIS VOLUME  
DESCRIBES THE TASKS REQUIRED OF A  
MATERIALS HANDLER IN MOTOR  
TRANSPORTATION, WHICH RANGE FROM  
SUPERVISION TO ACTUAL LOADING AND  
UNLOADING OF MATERIALS. (AUTHOR/MF)

VT 101 838

FRASS, MELVIN R.; KRAUSE, MARVIN  
AN ANALYSIS OF THE AIR  
CONDITIONING, REFRIGERATING AND  
HEATING OCCUPATIONS.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 398P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 837 AND VT  
101 839 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*REFRIGERATION MECHANICS; AIR  
CONDITIONING; HEATING; \*SERVICE  
OCCUPATIONS; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK  
PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL  
ANALYSIS PROJECT WAS CONDUCTED FROM  
JUNE 1, 1973 TO DECEMBER 30, 1974  
TO TRAIN VOCATIONAL TEACHERS IN THE  
TECHNIQUES OF MAKING A  
COMPREHENSIVE OCCUPATIONAL  
ANALYSIS. EACH ANALYSIS INCLUDES A  
STATEMENT OF THE VARIOUS TASKS  
PERFORMED IN AN OCCUPATION, WITH  
THE APPROPRIATE ITEMS IDENTIFIED  
FOR EACH TASK: TOOLS AND EQUIPMENT,  
PROCEDURAL KNOWLEDGE, SAFETY  
KNOWLEDGE, MATHEMATICS SKILLS, AND  
SCIENCE AND COMMUNICATION NEEDED



FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THIS VOLUME ANALYZES THE BASIC SKILLS OF THE AIR CONDITIONING, REFRIGERATION, AND HEATING FIELDS COVERING BOTH INSTALLATION AND SERVICING OF EQUIPMENT. (AUTHOR/MF)

# VT 101 839

STRANKE, EDWARD J.; SPECK, SAMUEL R.  
AN ANALYSIS OF THE AUTO BODY REPAIR OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 422P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 838 AND VT  
101 840 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS; \*AUTO BODY REPAIRMEN; \*JOB SKILLS; \*OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. SOME OF THE MAJOR DUTIES AND RELATED TASKS OF THE AUTO BODY REPAIR TRADE ARE

PRESENTED IN THIS VOLUME, INCLUDING MANAGEMENT, SHEET METAL REPAIR AND REPLACEMENT, FRAMEWORK, AND VARIOUS ADJUSTMENTS. (AUTHOR/MF)

# VT 101 840

CONNOR, MICHAEL; THOMAS, LEROY  
AN ANALYSIS OF THE AUTO MECHANIC OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 218P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 839 AND VT  
101 841 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS; \*AUTO MECHANICS (OCCUPATION); \*JOB SKILLS; \*OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THE AUTO MECHANIC TASKS DESCRIBED IN THIS VOLUME INCLUDE DIAGNOSIS, MAINTENANCE, AND REPAIR OF AUTOMOTIVE SYSTEMS. (AUTHOR/MF)

# VT 101 841

MCKINNEY, ORAL O., AND OTHERS  
AN ANALYSIS OF THE CARPENTRY OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 246P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 840 AND VT  
101 842 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*CARPENTERS; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK  
PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL  
ANALYSIS PROJECT WAS CONDUCTED FROM  
JUNE 1, 1973 TO DECEMBER 30, 1974  
TO TRAIN VOCATIONAL TEACHERS IN THE  
TECHNIQUES OF MAKING A  
COMPREHENSIVE OCCUPATIONAL  
ANALYSIS. EACH ANALYSIS INCLUDES A  
STATEMENT OF THE VARIOUS TASKS  
PERFORMED IN AN OCCUPATION, WITH  
THE APPROPRIATE ITEMS IDENTIFIED  
FOR EACH TASK: TOOLS AND EQUIPMENT,  
PROCEDURAL KNOWLEDGE, SAFETY  
KNOWLEDGE, MATHEMATICS SKILLS, AND  
SCIENCE AND COMMUNICATION NEEDED  
FOR SUCCESSFUL PERFORMANCE. THE  
ANALYSIS DATA PROVIDED A BASIS FOR  
GENERATING INSTRUCTIONAL MATERIALS,  
COURSE OUTLINES, STUDENT  
PERFORMANCE OBJECTIVES, CRITERION  
MEASURES, AND SUPPORTING SKILLS IN  
THE ACADEMIC AREAS. TASK ANALYSIS  
OF THE CARPENTRY TRADE IS PROVIDED  
IN THIS VOLUME, COVERING THE  
PROGRESS OF A HOUSE FROM THE FIRST  
STUDY OF THE BLUEPRINTS TO LAYING  
OUT OF THE EXCAVATION AND  
CONTINUING STEP BY STEP UNTIL THE  
INTERIOR FINISH IS APPLIED TO THE  
COMPLETED STRUCTURE. (AUTHOR/MF)

#### VT 101 842

MOWEN, KENNETH A., AND OTHERS  
AN ANALYSIS OF THE COMMERCIAL ART  
OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 56P.; SEE

RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 841 AND VT  
101 843 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*COMMERCIAL ART; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK  
PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL  
ANALYSIS PROJECT WAS CONDUCTED FROM  
JUNE 1, 1973 TO DECEMBER 30, 1974  
TO TRAIN VOCATIONAL TEACHERS IN THE  
TECHNIQUES OF MAKING A  
COMPREHENSIVE OCCUPATIONAL  
ANALYSIS. EACH ANALYSIS INCLUDES A  
STATEMENT OF THE VARIOUS TASKS  
PERFORMED IN AN OCCUPATION, WITH  
THE APPROPRIATE ITEMS IDENTIFIED  
FOR EACH TASK: TOOLS AND EQUIPMENT,  
PROCEDURAL KNOWLEDGE, SAFETY  
KNOWLEDGE, MATHEMATICS SKILLS, AND  
SCIENCE AND COMMUNICATION NEEDED  
FOR SUCCESSFUL PERFORMANCE. THE  
ANALYSIS DATA PROVIDED A BASIS FOR  
GENERATING INSTRUCTIONAL MATERIALS,  
COURSE OUTLINES, STUDENT  
PERFORMANCE OBJECTIVES, CRITERION  
MEASURES, AND SUPPORTING SKILLS IN  
THE ACADEMIC AREAS. TASK STATEMENTS  
FOR THE MAJOR DUTY AREAS IN THE  
FIELD OF COMMERCIAL ART ARE  
PRESENTED IN THIS VOLUME. THE  
COMMERCIAL ARTIST DEVELOPS IDEAS  
INTO GRAPHIC FORMS USING A VARIETY  
OF METHODS AND MEDIA TO MEET THE  
NEEDS OF DIFFERENT CLIENTS.  
(AUTHOR/MF)

#### VT 101 843

HALL, EUGENE J.; TURNER, RAYMOND C.  
AN ANALYSIS OF THE INDUSTRIAL  
MECHANICS OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
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RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 840 AND VT  
101 844 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*MACHINE REPAIRMEN; \*MECHANICS  
(PROCESS); EQUIPMENT MAINTENANCE;

\*JOB SKILLS; \*OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THIS VOLUME ANALYZES THE WORK ACTIVITIES INVOLVED IN THE INSTALLATION, REPAIR, AND MAINTENANCE OF VARIOUS TYPES OF INDUSTRIAL EQUIPMENT AND MACHINERY. (AUTHOR/MF)

VT 101 844

PLESCIA, GEORGE W., AND OTHERS  
AN ANALYSIS OF THE DRAFTING  
OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
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RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 843 AND VT  
101 845 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*DRAFTING; \*DRAFTSMEN; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK  
PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL

ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THE DRAFTING OCCUPATION IS ANALYZED IN THIS VOLUME BY DIVIDING IT INTO UNITS OF EMPLOYMENT RATHER THAN TRADE SPECIALISTS. A DRAFTSMAN INTERPRETS THE IDEAS OF THE ENGINEER IN THE FORM OF WORKING PLANS OR DETAILED DRAWINGS. (AUTHOR/MF)

VT 101 845

KILO, JOSEPH L.  
AN ANALYSIS OF THE DIESEL TRUCK  
MECHANIC OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
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PUB DATE - ND 376P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 844 AND VT  
101 846 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS; \*AUTO  
MECHANICS (OCCUPATION); \*DIESEL  
ENGINES; \*JOB SKILLS; \*OCCUPATIONAL  
INFORMATION; TASK PERFORMANCE;  
EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND

SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. ANALYSIS OF THE DIESEL TRUCK MECHANIC OCCUPATION IN THIS VOLUME IS ORGANIZED BY RELATED TASK SYSTEMS FOR THE MAINTENANCE AND REPAIR DUTIES OF A JOURNEYMAN MECHANIC. (AUTHOR/MF)

#### VT 101 847

WINFREY, PRINCE J.; MORSE, DAVID L. AN ANALYSIS OF THE AUTOMOTIVE SERVICE OCCUPATION.

OHIO STATE UNIV., COLUMBUS. INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION). OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. MF AVAILABLE IN VT-ERIC SET. PUB DATE - ND 134P.; SEE RELATED DOCUMENTS IN THIS ISSUE AS VT 101 823 THRU VT 101 846 AND VT 101 848 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS; \*AUTO PARTS MEN; \*AUTO MECHANICS (OCCUPATION); SUPERVISORS; \*JOB SKILLS; \*OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. DUTIES OF AN

AUTOMOTIVE SERVICE ADVISER WORKING IN AN AUTOMOTIVE DEALERSHIP OR INDEPENDENT SERVICE CENTER ARE ANALYZED IN THIS VOLUME. THE WORKER IS PRIMARILY RESPONSIBLE FOR SALES AND SERVICE AND MAY SUPERVISE OTHER SERVICE WORKERS. (AUTHOR/MF)

#### VT 101 850

HALL, CHARLES W.; EMORY, HAROLD L. AN ANALYSIS OF THE MACHINE TRADES OCCUPATION.

OHIO STATE UNIV., COLUMBUS. INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION). OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. MF AVAILABLE IN VT-ERIC SET. PUB DATE - ND 252P.; SEE RELATED DOCUMENTS IN THIS ISSUE AS VT 101 823 THRU VT 101 849 AND VT 101 851 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS; \*MACHINE TOOL OPERATORS; \*MACHINISTS; \*JOB SKILLS; \*OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THE MACHINE TRADES ARE EXAMINED IN THIS VOLUME, PRESENTING AN OCCUPATIONAL ANALYSIS OF THE TASKS PERFORMED BY A BEGINNING MACHINIST. (AUTHOR/MF)

#### VT 101 851

INNIS, GENE A., AND OTHERS

AN ANALYSIS OF THE LITHOGRAPHIC  
PRINTING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 138P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 850 AND VT  
101 852 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*PRINTING; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK  
PERFORMANCE; EQUIPMENT UTILIZATION  
IDENTIFIERS - \*LITHOGRAPHY

ABSTRACT - THE OCCUPATIONAL  
ANALYSIS PROJECT WAS CONDUCTED FROM  
JUNE 1, 1973 TO DECEMBER 30, 1974  
TO TRAIN VOCATIONAL TEACHERS IN THE  
TECHNIQUES OF MAKING A  
COMPREHENSIVE OCCUPATIONAL  
ANALYSIS. EACH ANALYSIS INCLUDES A  
STATEMENT OF THE VARIOUS TASKS  
PERFORMED IN AN OCCUPATION, WITH  
THE APPROPRIATE ITEMS IDENTIFIED  
FOR EACH TASK: TOOLS AND EQUIPMENT,  
PROCEDURAL KNOWLEDGE, SAFETY  
KNOWLEDGE, MATHEMATICS SKILLS, AND  
SCIENCE AND COMMUNICATION NEEDED  
FOR SUCCESSFUL PERFORMANCE. THE  
ANALYSIS DATA PROVIDED A BASIS FOR  
GENERATING INSTRUCTIONAL MATERIALS,  
COURSE OUTLINES, STUDENT  
PERFORMANCE OBJECTIVES, CRITERION  
MEASURES, AND SUPPORTING SKILLS IN  
THE ACADEMIC AREAS. DEVELOPED BY  
TRADEPEOPLE AND TEACHERS WITH  
EXPERIENCE IN PRINTING BUSINESSES,  
THIS VOLUME COVERS A VARIETY OF  
DUTIES AND TASKS ENCOUNTERED IN  
LITHOGRAPHY. (AUTHOR/MF)

VT 101 852

POMEROY, JAMES W., AND OTHERS  
AN ANALYSIS OF THE TELEVISION AND  
RADIO SERVICE OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 226P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 851 AND VT  
101 853 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*TELEVISION REPAIRMEN; \*ADTO  
TECHNOLOGY; ELECTRONIC TECHNICIANS;  
\*JOB SKILLS; \*OCCUPATIONAL  
INFORMATION; \*TASK PERFORMANCE;  
EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL  
ANALYSIS PROJECT WAS CONDUCTED FROM  
JUNE 1, 1973 TO DECEMBER 30, 1974  
TO TRAIN VOCATIONAL TEACHERS IN THE  
TECHNIQUES OF MAKING A  
COMPREHENSIVE OCCUPATIONAL  
ANALYSIS. EACH ANALYSIS INCLUDES A  
STATEMENT OF THE VARIOUS TASKS  
PERFORMED IN AN OCCUPATION, WITH  
THE APPROPRIATE ITEMS IDENTIFIED  
FOR EACH TASK: TOOLS AND EQUIPMENT,  
PROCEDURAL KNOWLEDGE, SAFETY  
KNOWLEDGE, MATHEMATICS SKILLS, AND  
SCIENCE AND COMMUNICATION NEEDED  
FOR SUCCESSFUL PERFORMANCE. THE  
ANALYSIS DATA PROVIDED A BASIS FOR  
GENERATING INSTRUCTIONAL MATERIALS,  
COURSE OUTLINES, STUDENT  
PERFORMANCE OBJECTIVES, CRITERION  
MEASURES, AND SUPPORTING SKILLS IN  
THE ACADEMIC AREAS. THIS VOLUME  
ANALYZES TASKS INVOLVED IN THE JOB  
OF THE TELEVISION AND RADIO SERVICE  
TECHNICIAN IN INSTALLING AND  
REPAIRING HOME ELECTRONIC  
ENTERTAINMENT PRODUCTS, INCLUDING  
TELEVISION, RADIOS, PHONOGRAPHS,  
STEREO EQUIPMENT,  
INTERCOMMUNICATION EQUIPMENT, AND  
TAPE RECORDERS. (AUTHOR/MF)

VT 101 853

SCRUGGS, KENNETH  
AN ANALYSIS OF THE RESIDENTIAL  
REMODELING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 164P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 852 AND VT  
101 854 THRU VT 101 874.



DESCRIPTORS - \*TASK ANALYSIS;  
 \*BUILDING TRADES; HOUSING;  
 \*BUILDING IMPROVEMENT; \*JOB SKILLS;  
 \*OCCUPATIONAL INFORMATION; TASK  
 PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THE TASK ANALYSIS IN THIS VOLUME IS FOR RESIDENTIAL REMODELING, INCLUDING CARPENTRY, PLUMBING, ELECTRICITY, MASONRY, ROOFING, AND PAINTING. THE STRESS IN THIS OCCUPATION FALLS IN THE AREA OF TROUBLESHOOTING AND MUCH OF THE TRADE CAN BE LEARNED ONLY ON-THE-JOB. (AUTHOR/MF)

VT 101 855  
 PUCCI, ALEX L.; REICHEL, GEORGE F.  
 AN ANALYSIS OF THE WELDING  
 OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
 INSTRUCTIONAL MATERIALS LAB. (TRADE  
 AND INDUSTRIAL EDUCATION).  
 OFFICE OF EDUCATION (DHEW),  
 WASHINGTON, D.C.  
 MF AVAILABLE IN VT-ERIC SET.  
 PUB DATE - ND 160P.; SEE  
 RELATED DOCUMENTS IN THIS ISSUE AS  
 VT 101 823 THRU VT 101 854 AND VT  
 101 856 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
 \*WELDERS; \*WELDING; \*JOB SKILLS;  
 \*OCCUPATIONAL INFORMATION; TASK  
 PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. AN ANALYSIS OF JOB SKILLS USED BY THE AVERAGE WELDER IS PRESENTED IN THIS VOLUME, INCLUDING BASIC SKILLS IN THE AREAS OF OXY/ACETYLENE, ELECTRIC ARC, TUNGSTEN INERT-GAS ARC, AND METALLIC INERT-GAS ARC WELDING. (AUTHOR/MF)

VT 101 856  
 CLARK, ANTHONY B., AND OTHERS  
 AN ANALYSIS OF THE WASTE WATER  
 TREATMENT MECHANIC OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
 INSTRUCTIONAL MATERIALS LAB. (TRADE  
 AND INDUSTRIAL EDUCATION).  
 OFFICE OF EDUCATION (DHEW),  
 WASHINGTON, D.C.  
 MF AVAILABLE IN VT-ERIC SET.  
 PUB DATE - ND 220P.; SEE  
 RELATED DOCUMENTS IN THIS ISSUE AS  
 VT 101 823 THRU VT 101 855 AND VT  
 101 857 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
 \*WATER POLLUTION CONTROL; \*WASTE  
 DISPOSAL; \*JOB SKILLS;  
 \*OCCUPATIONAL INFORMATION; TASK  
 PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A

STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. OCCUPATIONAL JOB ANALYSES FOR WASTEWATER TREATMENT OPERATORS AND MAINTENANCE MECHANICS ARE PRESENTED IN THIS VOLUME, COVERING STEPS AND PROCESSES REQUIRED FOR PRETREATMENT, PRIMARY, AND SECONDARY TREATMENT OF MUNICIPAL WASTEWATERS. (AUTHOR/MF)

#### VT 101 857

NICHOLS, LOWELL E.  
AN ANALYSIS OF THE TYPEWRITER SERVICING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
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PUB DATE - ND 116P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 856 AND VT  
101 858 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*OFFICE MACHINES; \*MACHINE  
REPAIRMEN; TYPEWRITING; \*JOB  
SKILLS; \*OCCUPATIONAL INFORMATION;  
TASK PERFORMANCE; EQUIPMENT  
UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY

KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THIS VOLUME ANALYZES TASKS REQUIRED OF A TYPEWRITER SERVICE SPECIALIST, BOTH IN THE CUSTOMER'S OFFICE AND IN THE REPAIR SHOP. (AUTHOR/MF)

#### VT 101 858

DEARTH, CHARLES E.; NORDVIG, CARL A.  
AN ANALYSIS OF THE RESIDENTIAL ELECTRICITY OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 176P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 857 AND VT  
101 859 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*ELECTRICIANS; \*ELECTRICAL  
OCCUPATIONS; HOUSING; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK  
PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THE SKILLS

NEEDED TO PERFORM THE DUTIES OF A RESIDENTIAL ELECTRICIAN ARE ANALYZED IN THIS VOLUME. IT DOES NOT COVER THE COMPLETE WORK OF A MASTER ELECTRICIAN, ONLY THE BASIC SKILLS NEEDED TO DO RESIDENTIAL WIRING. (AUTHOR/MF)

# VT 101 859

PFLEGHAAR, JOHN A., AND OTHERS  
AN ANALYSIS OF THE  
TELECOMMUNICATIONS OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 106P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 858 AND VT  
101 860 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*TELECOMMUNICATION; EQUIPMENT  
MAINTENANCE; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK  
PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. DUTIES OF THE TELECOMMUNICATIONS JOB CLUSTER, DEFINED AS THE AREA OF TELEPHONES, TWO-WAY RADIO, CABLE TELEVISION, DATA TRANSFER, TELETYPE, FACSIMILE, AND OTHER ALLIED FIELDS, ARE ANALYZED IN THIS VOLUME. (AUTHOR/MF)

# VT 101 869

CHRIST, CHRISTOS G.; DELUZIN, JAMES R.  
AN ANALYSIS OF THE AUTO PARTS  
COUNTERPERSON OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 234P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 868 AND VT  
101 870 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS; \*AUTO  
PARTS MEN; \*SALES OCCUPATIONS;  
FACILITY INVENTORY; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK  
PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THE OCCUPATIONAL ANALYSIS IN THIS VOLUME APPLIES TO THE AUTO PARTS COUNTERPERSON WHO SELLS AUTO REPLACEMENT PARTS, ACCESSORIES, AND SERVICES TO THE AUTOMOTIVE REPAIR SERVICE INDUSTRIES AND TO RETAIL CUSTOMERS AND WHO IS RESPONSIBLE FOR STOCKING AN ADEQUATE INVENTORY. (AUTHOR/MF)

# VT 101 974

HOOVER, VIRGIL  
AUTO MECHANICS. AUTO MECHANIC

## SERVICE SPECIALIST (LUBRICATION).

460-70-014

PUB DATE - ND 81P.

APOPKA MEMORIAL HIGH SCHOOL, FLA.  
ORANGE COUNTY PUBLIC SCHOOLS,  
ORLANDO, FLA.; BUREAU OF  
OCCUPATIONAL AND ADULT EDUCATION  
(DHEW/OE), WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 2.  
DEC-0-73-6370

ORANGE COUNTY CAREER DEVELOPMENT  
PROGRAM; 410 WOODS AVENUE; ORLANDO,  
FLORIDA 32805.

PUB DATE - 73 43P.; RELATED  
DOCUMENT VT 101 975 IN THIS ISSUE.

DESCRIPTORS - \*AUTO MECHANICS;  
\*LEARNING ACTIVITIES; \*CURRICULUM  
GUIDES; \*INDIVIDUALIZED  
INSTRUCTION; TRADE AND INDUSTRIAL  
EDUCATION; JOB SKILLS

ABSTRACT - THIS UNIT OF  
INDIVIDUALIZED LEARNING ACTIVITIES  
IS DESIGNED TO PROVIDE TRAINING IN  
THE JOB SKILL, LUBRICATION, FOR THE  
PROSPECTIVE AUTO MECHANIC SERVICE  
SPECIALIST. THE MATERIALS IN THE  
UNIT ARE DIVIDED INTO TWO SECTIONS.  
THE DEVELOPMENTAL, OR PRELIMINARY  
PHASE, FOR USE BY THE INSTRUCTOR,  
INCLUDES BRIEF DESCRIPTIONS OF THE  
JOB AND OF THE STUDENT POPULATION,  
AND LISTINGS OF THE SPECIFIC TASKS,  
COURSE PREREQUISITES AND  
OBJECTIVES. THE CURRICULUM PHASE,  
FOR USE BY THE STUDENT, CONTAINS  
DIRECTIONS, OBJECTIVES, ACTIVITIES,  
WORKSHEETS, PRETESTS AND POSTTESTS.  
THESE TWO COMPONENTS TOGETHER FORM  
A "JOB ENTRY", A UNIT OF WORK  
WHICH, WHEN COMPLETED BY THE  
STUDENT, INSURES HIS TRAINING IN A  
DESIGNATED JOB SKILL. SUGGESTIONS  
ARE INCLUDED TO AID THE INSTRUCTOR  
IN HIS ROLE AS GUIDE IN THE  
INDIVIDUALIZED INSTRUCTION FORMAT.  
(NJ)

VT 102 001

TASK ANALYSIS FOR INDUSTRIAL  
PLASTICS.

WASHINGTON STATE COORDINATING  
COUNCIL FOR OCCUPATIONAL EDUCATION,  
OLYMPIA.

MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 2.

DESCRIPTORS - \*TASK ANALYSIS;  
\*PLASTICS; \*INDUSTRIAL EDUCATION;  
INDUSTRIAL ARTS; ADVISORY  
COMMITTEES; \*MACHINE TOOL OPERATORS  
IDENTIFIERS - WASHINGTON; LOCAL  
EDUCATION AGENCIES

ABSTRACT - THIS GUIDE IS DESIGNED  
TO PROVIDE A BASIS FOR EFFECTIVE  
COMMUNICATION BETWEEN LOCAL  
EDUCATION AGENCIES AND LOCAL  
ADVISORY COMMITTEES REGARDING  
INDUSTRIAL PLASTICS EDUCATION AND  
TO COMMUNICATE NATIONAL AND  
STATEWIDE PROGRAM REQUIREMENTS SO  
THAT LOCAL ADVISORY COMMITTEES MAY  
RECOMMEND PROGRAM REQUIREMENTS THAT  
MEET LOCAL NEEDS WITH DUE CONCERN  
FOR STATE AND NATIONAL NEEDS. THERE  
IS RECENT EVIDENCE THAT THE  
PLASTICS INDUSTRY AS A WHOLE IS  
LESS AEROSPACE ORIENTED AND  
BECOMING MORE INDUSTRIAL PLASTICS  
ORIENTED. HENCE IT IS RECOMMENDED  
THAT A SCHOOL PLANNING A  
PREPARATORY PROGRAM CAREFULLY  
REVIEW ITS OBJECTIVES WITH ITS  
LOCAL ADVISORY COMMITTEE. THE  
DOCUMENT IS ORGANIZED BY TASK  
ANALYSIS AND COURSE OBJECTIVES FOR  
THE THREE JOBS OF MACHINE AND HAND  
PARTS FINISHER, PLASTIC BENCH  
MECHANIC, AND PLASTER AND PLASTIC  
TOOLING MECHANIC. FOR EACH  
VOCATION, STEPS TO ACCOMPLISH THE  
EACH TASK AND WHAT CONSTITUTES  
SATISFACTORY PERFORMANCE ARE  
DESCRIBED. (AUTHOR/LJ)

VT 102 004

VOCATIONAL TRAINING. PRINTING.

PENNSYLVANIA STATE DEPT. OF  
JUSTICE, HARRISBURG. BUREAU OF  
CORRECTION.

MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 2.  
PUB DATE - ND 31P.

DESCRIPTORS - \*INDUSTRIAL ARTS;  
\*PRINTING; \*CORRECTIONAL EDUCATION;  
\*CURRICULUM GUIDES; INDIVIDUALIZED  
INSTRUCTION  
IDENTIFIERS - PENNSYLVANIA; IBM  
SELECTRIC COMPOSER OPERATOR

**ABSTRACT - THE PURPOSE OF THIS PUBLICATION IS TO GIVE A BRIEF BUT COMPREHENSIVE CONCEPT OF VOCATIONAL TRAINING WITHIN THE INDUSTRIES DIVISION OF THE PENNSYLVANIA BUREAU OF CORRECTION. THE MESSAGE IS PRIMARILY INTENDED TO GIVE DIRECTION TO THE TRAINING STAFF, FACTORY FOREMEN AND/OR THE TRADESMAN INSTRUCTOR. THE CURRICULUM IS STRUCTURED TO GIVE THE RESIDENT A BALANCE BETWEEN THE REQUIRED THEORY AND ACTUAL HANDS-ON WORK APPLICATION. PERFORMANCE OBJECTIVES 1-10 FOR THE JOB IBM SELECTRIC COMPOSER OPERATOR ARE PROVIDED TO BE USED ON AN INDIVIDUALIZED BASIS. (AUTHOR/LJ)**

**VT 102 008**

**PAGE, FRANK**

**BARBERING. A TEACHER'S GUIDE.**

**RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.; PASSAIC COUNTY VOCATIONAL TECHNICAL SCHOOL, PASSAIC, N.J.**

**NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.**

**MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.**

**NEW JERSEY VOCATIONAL-TECHNICAL CURRICULUM LAB.; BUILDING 4103 - KILMER CAMPUS; RUTGERS UNIVERSITY; NEW BRUNSWICK, NJ 08903. (\$1.50 PLUS POSTAGE)**

**PUB DATE - APR75 75P.**

**DESCRIPTORS - \*TEACHING GUIDES; \*BARBERS; \*TRADE AND INDUSTRIAL EDUCATION; \*COURSE CONTENT; \*VOCATIONAL HIGH SCHOOLS IDENTIFIERS - NEW JERSEY; STATE LEGISLATION**

**ABSTRACT - THIS COURSE OUTLINE EMPHASIZES THE TRADE OF BARBERING AND IS INTENDED TO BE PART OF A COMPLETE COURSE OF INSTRUCTION WHICH PROVIDES BOTH A THOROUGH FOUNDATION IN THE FUNDAMENTAL SKILLS AND KNOWLEDGE OF THE BARBER TRADE AND THE DEVELOPMENT OF GOOD WORK HABITS AND ATTITUDES INCLUDING AN APPRECIATION OF THE IMPORTANCE OF SAFETY. THE STUDENT IS INTENDED**

**TO HAVE ACTUAL BARBER SHOP EXPERIENCE IN CONJUNCTION WITH THIS HIGH SCHOOL LEVEL COURSE. THE INTRODUCTION TO THIS GUIDE PRESENTS INFORMATION ABOUT HOW TO SET UP THE COURSE, INCLUDING FACILITIES NEEDED AND NEW JERSEY STATE LAW. COURSE CONTENT OUTLINES ARE PRESENTED FOR THE AREAS OF: (1) SHOP SAFETY AND SANITATION, (2) HISTORY OF BARBERING, (3) PRACTICAL SKILLS, (4) TOOL INFORMATION, AND (5) PERSONAL HYGIENE AND HEALTH HABITS. RELATED AND THEORETICAL COURSE CONTENT IS ALSO AVAILABLE. STUDENT INFORMATION SHEETS, LESSON PLANS, AND TEACHER'S AIDS COMPLETE THE DOCUMENT. (LJ)**

**VT 102 009**

**PARSON, WILLIAM E.**

**DEVELOP A PRE-VOCATIONAL PROGRAM FOR FRESHMEN STUDENTS IN A COMPREHENSIVE AREA VOCATIONAL SCHOOL. FINAL REPORT.**

**HAMMOND SCHOOL CITY, IND. INDIANA STATE DEPT. OF PUBLIC INSTRUCTION, INDIANAPOLIS. DIV. OF VOCATIONAL EDUCATION. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2. PUB DATE - 31MAR75 37P.; SEE RELATED DOCUMENT VT 102 149 IN THIS ISSUE.**

**DESCRIPTORS - \*PREVOCATIONAL EDUCATION; \*GRADE 9; \*DEVELOPMENTAL PROGRAMS; \*CAREER EDUCATION; \*CURRICULUM DEVELOPMENT; \*INSTRUCTIONAL MATERIALS; AREA VOCATIONAL SCHOOLS; GRAPHIC ARTS; METAL WORKING OCCUPATIONS; BUILDING TRADES; ELECTRICAL OCCUPATIONS IDENTIFIERS - HAMMOND; INDIANA**

**ABSTRACT - A PROJECT DESIGNED TO DEVELOP A PREVOCATIONAL PROGRAM FOR GRADE 9 STUDENTS IN A COMPREHENSIVE AREA VOCATIONAL SCHOOL IS DESCRIBED IN THIS FINAL REPORT. THE MAJOR GOALS OF THE PROJECT WERE TO ENABLE STUDENTS TO MAKE WISE CAREER CHOICES AND TO DEVELOP BETTER WORK HABITS AND ATTITUDES. OTHER GOALS WERE TO IDENTIFY THE POSSIBLE NEED FOR 10TH GRADE PREVOCATIONAL PROGRAMS AND TO FURTHER INVOLVE THE**



COMMUNITY IN THE PROCESS OF VOCATIONAL EDUCATION. A TOTAL OF 66 UNIT PACKETS WERE WRITTEN FOR THE CLUSTER AREAS OF GRAPHICS, METALS, CONSTRUCTION, AND ELECTRICITY-ELECTRONICS. EACH OF THE PACKETS INCLUDED INSTRUCTION SHEETS, AUDIOVISUAL MATERIALS, SUGGESTED FIELD TRIPS AND APPROPRIATE EVALUATION INSTRUMENTS. OCCUPATIONAL ANALYSIS WAS USED AS THE BASIS FOR PACKAGE DEVELOPMENT. THE PACKAGES ARE CURRENTLY BEING FIELD TESTED. (VA)

# VT 102 026

CANEI, ROBERT A.  
TEACHER TACTICS.

OHIO STATE UNIV., COLUMBUS.  
DISTRIBUTIVE EDUCATION MATERIALS LAB.  
OFFICE OF EDUCATION (CHEW),  
WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.  
OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.  
PUB DATE - ND 137P.

DESCRIPTORS - \*TEACHING METHODS;  
\*INSTRUCTIONAL MATERIALS; \*TEACHING SKILLS; \*TEACHING TECHNIQUES;  
\*EFFECTIVE TEACHING; CLASSROOM TECHNIQUES; INSTRUCTIONAL AIDS;  
LESSON PLANS

ABSTRACT - THE OBJECTIVE OF THIS HANDBOOK IS TO ACQUAINT THE INEXPERIENCED INSTRUCTOR WITH THE ESSENTIAL FACTORS IN THE TEACHING SITUATION: (1) CHARACTERISTICS OF THE STUDENT, (2) OBJECTIVES OF THE COURSE OF INSTRUCTION, (3) HOW TO PLAN AND PRESENT THE LESSON, (4) INSTRUCTIONAL METHODS, (5) VARIOUS AIDS TO INSTRUCTION, AND (6) RESOURCES FOR MATERIALS. THE SUGGESTIONS CONTAINED IN THE HANDBOOK ARE ALSO USEFUL TO THE EXPERIENCED INSTRUCTOR AGAINST WHICH HIS PAST PRACTICES CAN BE EVALUATED AND HOPEFULLY IMPROVED. THE LAST SECTION PRESENTS TIPS ON TEACHING ADULTS. (AUTHOR/VA)

# VT 102 038

SHASHACK, WILLARD F., ED.  
OCCUPATIONAL SAFETY AND HEALTH ACT HANDBOOK FOR VOCATIONAL AND TECHNICAL EDUCATION TEACHERS.

ILLINOIS UNIV., URBANA. DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.  
RURPAN EDUCATION DEVELOPMENT LABORATORY, DEPARTMENT OF VOCATIONAL AND TECHNICAL EDUCATION, UNIVERSITY OF ILLINOIS AT URBANA, 357 EDUCATION BUILDING, URBANA, ILLINOIS.  
PUB DATE - JUL74 75P.

DESCRIPTORS - ACCIDENT PREVENTION;  
\*TRADE AND INDUSTRIAL TEACHERS;  
\*SAFETY; \*CHECK LISTS; FEDERAL LEGISLATION; STANDARDS; HIGH SCHOOL STUDENTS; \*SCHOOL SHOPS; \*SAFETY EQUIPMENT  
IDENTIFIERS - \*OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970

ABSTRACT - THE PURPOSE OF THIS HANDBOOK IS TO ASSIST THE SCHOOL SHOP TEACHER IN PARTICIPATING IN A MANNER OF VOLUNTARY COMPLIANCE WITH THE STANDARDS AND REGULATIONS OF THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970. THE FIRST MAJOR SECTION DEALS WITH GENERAL SHOP SAFETY, AND HOW THE SHOP TEACHER CAN USE THE CHECKLIST TO CONTROL POSSIBLE SAFETY VIOLATIONS IN HIS SHOP. THE FOLLOWING CHAPTERS ARE OF A SPECIFIC NATURE, WITH CHECKLISTS TO MEET REQUIREMENTS FOR THE COMMON AREAS OF VOCATIONAL EDUCATION: MACHINE TOOL, WELDING, WOODWORKING, ELECTRICITY, AUTOMOTIVE, AND DRAFTING. AT THE CONCLUSION OF THIS GUIDE, THERE IS A SECTION DEALING WITH GENERAL RECORDKEEPING AND ACCIDENT REPORTING, A TIME TABLE FOR IMPLEMENTATION OF SAFETY STANDARDS, AND A SUGGESTED INSTRUCTIONAL REFERENCE LIST. (AUTHOR/NJ)

# VT 102 044

COMPETENCY BASED EDUCATION. AN ANNOTATED BIBLIOGRAPHY.

WEST VIRGINIA STATE DEPT. OF  
EDUCATION, CHARLESTON. BUREAU OF  
VOCATIONAL, TECHNICAL, AND ADULT  
EDUCATION.

MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 2.  
PUB DATE - 74 53P.

DESCRIPTORS - \*ANNOTATED  
BIBLIOGRAPHIES; \*PERFORMANCE BASED  
EDUCATION; \*VOCATIONAL EDUCATION;  
RESOURCE GUIDES

ABSTRACT - MATERIALS INCLUDED IN  
THIS BIBLIOGRAPHY WERE COLLECTED  
DURING 1974 FOR THE EDUCATION  
PROFESSIONS DEVELOPMENT ACT  
PROJECT, "FAMILIARIZING TEACHERS  
WITH NEW CURRICULUM MATERIALS".  
OBJECTIVES OF THIS PROJECT WERE TO  
TRAIN VOCATIONAL TEACHERS IN  
COMPETENCY-BASED CURRICULAR MODELS.  
THE MATERIALS LISTED IN THIS  
BIBLIOGRAPHY ARE GROUPED AS  
FOLLOWS: AGRICULTURAL EDUCATION,  
ALLIED HEALTH OCCUPATIONS  
EDUCATION, BUSINESS AND OFFICE  
EDUCATION, HOME ECONOMICS  
EDUCATION, AND TRADE, INDUSTRIAL,  
AND TECHNICAL EDUCATION. EACH ENTRY  
NOTES THE AVAILABILITY AND COST OF  
THE ITEM. (AUTHOR/NJ)

#### VT 102 064

BALL AND ROLLER BEARINGS. A  
TEACHING REFERENCE.

AMERICAN ASSOCIATION FOR VOCATIONAL  
INSTRUCTIONAL MATERIALS, ATHENS,  
GA.; FARM AND INDUSTRIAL EQUIPMENT  
INST., CHICAGO, ILL.

MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 2.  
PUB DATE - ND 28P.

DESCRIPTORS - \*INSTRUCTIONAL  
MATERIALS; \*MECHANICAL EQUIPMENT;  
TRADE AND INDUSTRIAL EDUCATION  
IDENTIFIERS - \*BEARINGS

ABSTRACT - THIS MANUAL PROVIDES A  
SUBJECT REFERENCE FOR BALL AND  
ROLLER BEARINGS. THE FOLLOWING  
TOPICS ARE INCLUDED: (1) BEARING  
NOMENCLATURE, (2) BEARING USES, (3)  
BEARING CAPACITIES, (4) SHOP AREA  
WORKING CONDITIONS, (5) BEARING  
REMOVAL, (6) BEARING CLEANING AND

INSPECTION, (7) BEARING  
REPLACEMENT, (8) BEARING  
LUBRICATION, (9) BEARING  
INSTALLATION, (10) BEARING FAILURES  
DUE TO IMPROPER SERVICING, (11)  
INSTALLATION RUNNING INSPECTION,  
AND (12) BEARING ADJUSTMENT THEORY.  
(VA)

#### VT 102 067

SPENCER, FREDERICK  
INTRODUCTION TO THE CONTROL OF  
ELECTRIC MOTORS.

RUTGERS, THE STATE UNIV., NEW  
BRUNSWICK, N.J. CURRICULUM LAB.  
NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 2.  
NEW JERSEY VOCATIONAL-TECHNICAL  
CURRICULUM LABORATORY, BLDG. 4103  
KILMER CAMPUS, RUTGERS UNIVERSITY,  
NEW BRUNSWICK, N.J. 08903 (\$3.00  
PLUS POSTAGE)  
PUB DATE - MAR75 116P.

DESCRIPTORS - \*ELECTRIC MOTORS;  
\*ELECTRIC CIRCUITS; \*CURRICULUM  
GUIDES; VOCATIONAL EDUCATION;  
\*ELECTRONIC CONTROL; INSTRUCTIONAL  
MATERIALS

ABSTRACT - THE FUNDAMENTALS OF  
ELECTRIC CIRCUITS AND ELECTRIC  
MACHINES ARE PRESENTED IN THIS  
TEXT, WITH AN EMPHASIS ON THE  
PRACTICAL OPERATION RATHER THAN ON  
MATHEMATICAL ANALYSES OF THEORIES  
INVOLVED. THE MATERIAL CONTAINED IN  
THE TEXT INCLUDES THE FUNDAMENTALS  
OF BOTH D.C. AND A.C. CIRCUITS  
TOGETHER WITH THE PRINCIPLES OF  
MAGNETISM AND ELECTRO-MAGNETIC  
INDUCTION, SO AS TO PROVIDE A  
FOUNDATION FOR THE UNDERSTANDING OF  
THE PRINCIPLES OF ELECTRIC  
MACHINERY OPERATION. APPLICATION OF  
THESE FUNDAMENTALS IS MADE IN THE  
DISCUSSION OF D.C. GENERATORS, D.C.  
MOTORS, TRANSFORMERS, A.C.  
GENERATORS, INDUCTION MOTORS,  
SYNCHRONOUS MOTORS, SINGLE-PHASE  
MOTORS, AND POLYPHASE MOTORS.  
REVIEW QUESTIONS ARE INCLUDED FOR  
EVALUATING STUDENT PROGRESS OR FOR  
CLASS DISCUSSION. (NJ)

**VT 102 073**

SALSBURY, ROBERT C.; KLINE, CHARLES R.

AN ANALYSIS OF THE SMALL ENGINE REPAIR OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.  
PUB DATE - ND 162P.; SEE RELATED DOCUMENTS VT 101 823 THROUGH 101 874 IN AIM, VOL. 8, NO. 4 AND VT 102 072 THROUGH 102 078 IN THIS ISSUE.

DESCRIPTORS - \*TASK ANALYSIS;  
\*MACHINE REPAIRMEN; ENGINES;  
\*MECHANICS (PROCESS); EQUIPMENT MAINTENANCE; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK PERFORMANCE

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. DUTIES OF THE SMALL ENGINE REPAIR MECHANIC ARE ANALYZED IN THIS VOLUME, SUCH AS MAINTAINING AND REPAIRING AIR AND WATER COOLED ENGINES USED ON LAWN AND GARDEN EQUIPMENT, AGRICULTURAL EQUIPMENT, OFF-THE-ROAD EQUIPMENT, RECREATIONAL EQUIPMENT AND OTHERS. (AUTHOR/MF)

VT 102 076

CLARK, ANTHONY B., AND OTHERS  
AN ANALYSIS OF THE WASTE WATER TREATMENT OPERATOR OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.  
PUB DATE - ND 146P.; SEE RELATED DOCUMENTS VT 101 823 THROUGH 101 874 IN AIM, VOL. 8, NO. 4, AND VT 102 072 THROUGH 102 078 IN THIS ISSUE.

DESCRIPTORS - \*TASK ANALYSIS;  
\*WATER POLLUTION CONTROL; \*WASTE DISPOSAL; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THIS VOLUME DEVELOPS RUDIMENTARY OCCUPATIONAL ANALYSES FOR WASTEWATER TREATMENT OPERATORS AND MAINTENANCE MECHANICS, INCLUDING OPERATING SCREENING AND OTHER DEVICES, MONITORING AND RECORDING, AND INSPECTION AND TESTING. (AUTHOR/MF)

**VT 102 077**

CARLTON, EARNEST L.; HOLLAR, CHARLES E.

AN ANALYSIS OF THE PLUMBING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 2.  
PUB DATE - ND 254P.; SEE  
RELATED DOCUMENTS VT 101 823  
THROUGH 101 874 IN AIM, VOL. 8, NO.  
4, AND VT 102 072 THROUGH 102 078  
IN THIS ISSUE.

DESCRIPTORS - \*TASK ANALYSIS;  
\*PLUMBING; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK  
PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL  
ANALYSIS PROJECT WAS CONDUCTED FROM  
JUNE 1, 1973 TO DECEMBER 30, 1974  
TO TRAIN VOCATIONAL TEACHERS IN THE  
TECHNIQUES OF MAKING A  
COMPREHENSIVE OCCUPATIONAL  
ANALYSIS. EACH ANALYSIS INCLUDES A  
STATEMENT OF THE VARIOUS TASKS  
PERFORMED IN AN OCCUPATION, WITH  
THE APPROPRIATE ITEMS IDENTIFIED  
FOR EACH TASK: TOOLS AND EQUIPMENT,  
PROCEDURAL KNOWLEDGE, SAFETY  
KNOWLEDGE, MATHEMATICS SKILLS, AND  
SCIENCE AND COMMUNICATION NEEDED  
FOR SUCCESSFUL PERFORMANCE. THE  
ANALYSIS DATA PROVIDED A BASIS FOR  
GENERATING INSTRUCTIONAL MATERIALS,  
COURSE OUTLINES, STUDENT  
PERFORMANCE OBJECTIVES, CRITERION  
MEASURES, AND SUPPORTING SKILLS IN  
THE ACADEMIC AREAS. THIS VOLUME  
PRESENTS A WIDE OVERVIEW OF THE JOB  
OF PLUMBING WITH RELATED PIPING,  
INCLUDING INSTALLATION AND  
MAINTENANCE OF SEWERS, DRAINS AND  
VENTS, WATER SUPPLY AND  
DISTRIBUTION, GAS AND OIL SYSTEMS,  
AND HOUSE LINES AND FIXTURES.  
(AUTHOR/MF)

#### VT 102 079

APPLEGATE, RONALD, AND OTHERS  
HANDBOOK FOR BEGINNING TEACHERS.

DELAWARE STATE COLL., DOVER. DEPT.  
OF EDUCATION.

MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 2.  
PUB DATE - 75 34P.

DESCRIPTORS - \*BEGINNING TEACHERS;  
\*TEACHER BEHAVIOR; \*EFFECTIVE  
TEACHING; TEACHING GUIDES; TEACHING  
SKILLS

ABSTRACT - THIS BRIEF HANDBOOK  
PRESENTS GENERAL GUIDELINES AND  
SUGGESTIONS FOR THE BEGINNING OR  
PROSPECTIVE TEACHER. IT DEALS WITH  
PROBLEMS AND CONCERNS OF INTEREST  
TO TEACHERS OF ALL SUBJECTS AT ALL  
LEVELS. THE CHARACTERISTICS AND  
QUALITIES OF A GOOD TEACHER ARE  
DISCUSSED. LESSON PLANNING,  
CLASSROOM MANAGEMENT, AND  
DISCIPLINE ARE ALSO TREATED  
BRIEFLY, ALONG WITH TESTING AND  
EVALUATION, STUDENT RECORDS, AND  
TEACHER EVALUATION. (NJ)

#### VT 102 080

ESTABLISH CRITERIA FOR STUDENT  
PERFORMANCE IN A VOCATIONAL  
EDUCATION PROGRAM. MODULE D-1.  
PROFESSIONAL VOCATIONAL TEACHER  
EDUCATION MODULE.

OHIO STATE UNIV., COLUMBUS. CENTER  
FOR VOCATIONAL EDUCATION.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 2.  
PUB DATE - 11DEC72 28P.; SEE  
RELATED DOCUMENTS VT 102 081 THRU  
102 084 IN THIS ISSUE.

DESCRIPTORS - \*TEACHER EDUCATION  
CURRICULUM; \*PERFORMANCE CRITERIA;  
\*VOCATIONAL EDUCATION TEACHERS;  
\*PERFORMANCE BASED EDUCATION;  
STUDENT EVALUATION; STUDY GUIDES

ABSTRACT - THIS MODULE, PART OF A  
VOCATIONAL TEACHER EDUCATION  
CURRICULUM UNIT, PROVIDES  
INSTRUCTION IN THE ESTABLISHMENT OF  
CRITERIA FOR STUDENT PERFORMANCE IN  
VOCATIONAL EDUCATION PROGRAMS.  
ESTABLISHING THESE OVERALL CRITERIA  
INVOLVES DETERMINING THE POINTS IN  
TIME FOR PERFORMANCE ASSESSMENT,  
THE PERFORMANCE OBJECTIVES TO BE  
ACHIEVED, AND THE LEVEL OF  
PERFORMANCE REQUIRED AT EACH  
ASSESSMENT. THE MODULE CONTAINS  
FOUR LEARNING EXPERIENCES, EACH  
WITH OBJECTIVES, ACTIVITIES AND  
OUTCOMES STATED IN BEHAVIORAL  
TERMS. A SUPPLEMENTARY SECTION

INCLUDES INFORMATION SHEETS, CHECKLISTS, AND CHARTS RELATING TO THE LEARNING EXPERIENCES. (NJ)

#### VT 102 081

ANALYZE AN OCCUPATION. MODULE #32, 33. PROFESSIONAL VOCATIONAL TEACHER EDUCATION MODULE.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2. PUB DATE - 25SEP72 30P.; SEE RELATED DOCUMENTS VT 102 080 AND VT 102 082 THRU 102 084 IN THIS ISSUE.

DESCRIPTORS - \*JOB ANALYSIS; \*VOCATIONAL EDUCATION TEACHERS; \*TEACHER EDUCATION CURRICULUM; STUDY GUIDES; VOCATIONAL EDUCATION; BEHAVIORAL OBJECTIVES

ABSTRACT - THIS MODULE, PART OF A VOCATIONAL TEACHER EDUCATION CURRICULUM UNIT, IS DESIGNED TO PREPARE THE VOCATIONAL EDUCATION TEACHER IN OCCUPATIONAL ANALYSIS. THE MODULE CONTAINS SEVEN LEARNING EXPERIENCES WHICH REQUIRE THE PROSPECTIVE VOCATIONAL EDUCATION TEACHER TO PLAN AN OCCUPATIONAL ANALYSIS AND TO ANALYZE SPECIFIC OCCUPATIONS WITH THE AID OF RESOURCE PEOPLE AND EXISTING OCCUPATIONAL ANALYSES. A SUPPLEMENTARY SECTION CONTAINS CHECKLISTS, EVALUATION FORMS, SELF-TESTS, AND INFORMATION SHEETS RELATED TO THE LEARNING EXPERIENCES. (NJ)

#### VT 102 082

SELECT AND OBTAIN STUDENT INSTRUCTIONAL MATERIALS. MODULE #73, 74, 75, 78. PROFESSIONAL VOCATIONAL TEACHER EDUCATION MODULE.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2. PUB DATE - 03APR73 30P.; SEE RELATED DOCUMENTS VT 102 080, 102 081, 102 083 AND 102 084 IN THIS ISSUE.

DESCRIPTORS - \*MEDIA SELECTION; \*TEACHER EDUCATION CURRICULUM; \*VOCATIONAL EDUCATION TEACHERS; LEARNING ACTIVITIES; STUDY GUIDES; INSTRUCTIONAL MATERIALS

ABSTRACT - PART OF A SERIES OF VOCATIONAL TEACHER EDUCATION MODULES, THIS LEARNING GUIDE IS DESIGNED TO HELP THE VOCATIONAL EDUCATION TEACHER SELECT AND OBTAIN INSTRUCTIONAL MATERIALS. THE MODULE CONTAINS THREE LEARNING EXPERIENCES, COMPLETE WITH OBJECTIVES, SELF-TESTS, INFORMATION SHEETS, AND CHECKLISTS. INCLUDED ALSO IS A DISCUSSION OF FACTORS TO BE CONSIDERED IN MATERIALS SELECTION SUCH AS LEVEL OF STUDENTS, AVAILABLE FACILITIES AND EQUIPMENT, AND ECONOMIC AND TIME CONSTRAINTS. IN ADDITION, THE SUPPLEMENTARY SECTION SUGGESTS POSSIBLE SOURCES OF INSTRUCTIONAL MATERIALS FOR CLASSROOM USE. (NJ)

#### VT 102 083

WRITE STUDENT PERFORMANCE OBJECTIVES FOR THE VOCATIONAL EDUCATION OFFERING. MODULE #39. PROFESSIONAL VOCATIONAL TEACHER EDUCATION MODULE.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2. PUB DATE - 18SEP72 32P.; SEE RELATED DOCUMENTS VT 102 080 THRU 102 082 AND VT 102 084 IN THIS ISSUE.

DESCRIPTORS - \*BEHAVIORAL OBJECTIVES; \*VOCATIONAL EDUCATION TEACHERS; \*TEACHER EDUCATION CURRICULUM; LEARNING ACTIVITIES; STUDY GUIDES

ABSTRACT - THIS MODULE, PART OF A VOCATIONAL TEACHER EDUCATION CURRICULUM UNIT, IS DESIGNED TO INSTRUCT THE VOCATIONAL EDUCATION TEACHER IN WRITING PERFORMANCE OBJECTIVES. THE MODULE CONTAINS SEVEN LEARNING EXPERIENCES, EACH WITH OBJECTIVES, ACTIVITIES, AND OUTCOMES STATED IN BEHAVIORAL TERMS. A SUPPLEMENTARY SECTION



INCLUDES INFORMATION SHEETS, SELF-TESTS, AND ANSWER KEYS RELATING TO THE LEARNING EXPERIENCES. (NJ)

#### VT 102 084

SEQUENCE STUDENT PERFORMANCE OBJECTIVES. MODULE #53, 54, 55. PROFESSIONAL VOCATIONAL TEACHER EDUCATION MODULE.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.

PUB DATE - 29MAR73 26P.; SEE RELATED DOCUMENTS VT 102 080 THRU 102 083 IN THIS ISSUE.

DESCRIPTORS - \*TEACHER EDUCATION CURRICULUM; \*VOCATIONAL EDUCATION TEACHERS; \*BEHAVIORAL OBJECTIVES; SEQUENTIAL LEARNING; LEARNING ACTIVITIES; STUDY GUIDES

ABSTRACT - THIS MODULE, PART OF A VOCATIONAL TEACHER EDUCATION CURRICULUM UNIT, IS DESIGNED TO HELP THE VOCATIONAL EDUCATION ACQUIRE A COMPETENCY IN SEQUENCING STUDENT PERFORMANCE OBJECTIVES FOR VOCATIONAL COURSES. THE MODULE CONTAINS THREE LEARNING EXPERIENCES, EACH WITH OBJECTIVES, ACTIVITIES, AND OUTCOMES STATED IN BEHAVIORAL TERMS. A SUPPLEMENTARY SECTION INCLUDES CHECKLISTS, INFORMATION SHEETS, SAMPLE STUDENT PERFORMANCE OBJECTIVES, AND OTHER MATERIAL RELATED TO THE LEARNING EXPERIENCES. (NJ)

#### VT 102 100

THE CAREER PLAN PROCESS. A CURRICULUM MODEL FOR ORIENTATION TO THE INDUSTRIAL RELATED OCCUPATIONS FOR GRADES NINE AND TEN.

SOUTHERN ILLINOIS UNIV., CARBONDALE. DEPT. OF OCCUPATIONAL EDUCATION.

ILLINOIS STATE OFFICE OF THE SUPERINTENDENT OF PUBLIC INSTRUCTION, SPRINGFIELD. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION. DOCUMENT NOT AVAILABLE IN MF OR HC. PUB DATE - 73 141P.

DESCRIPTORS - GRADE 9; GRADE 10;

\*INSTRUCTIONAL MATERIALS; \*CURRICULUM DEVELOPMENT; CURRICULUM RESEARCH; TEACHING GUIDES; CAREER EDUCATION; \*INDUSTRIAL ARTS IDENTIFIERS - CAREER ORIENTATION; CAREER EXPLORATION

ABSTRACT - THIS DOCUMENT, WHOSE PAGES ARE NOT NUMBERED, REPORTS THAT THE CULMINATION OF THE INDUSTRIAL CLUSTER'S 12-MONTH RESEARCH GRANT WAS THE CAREER PLAN PROCESS MODEL. THIS PROCESS ORIENTED MODEL IS A VEHICLE TO FACILITATE OCCUPATIONAL ORIENTATION AND EXPLORATION AND CONSISTS OF A SELF-DIRECTED EXPLORATION OF A WIDE RANGE OF INDUSTRIAL OCCUPATIONS. THIS DOCUMENT PRESENTS INFORMATION ABOUT THE PROJECT, INCLUDING PROGRAM NARRATIVE, TIME TABLE, PARTICIPANTS, AND RESOURCE PERSONS. EVALUATIVE DATA AND THE RESEARCH BASE ARE ALSO PRESENTED. THE MATERIALS DEVELOPED SECTION BEGINS WITH A CAREER PLANNING GUIDE FOR INDUSTRIAL RELATED OCCUPATIONS AT THE GRADE 9 LEVEL. (LJ)

#### VT 102 105

PARADY, W. HAROLD; COLVIN, THOMAS S. FUELS AND LUBRICANTS. SELECTING AND STORING.

AMERICAN ASSOCIATION FOR VOCATIONAL INSTRUCTIONAL MATERIALS, ATHENS, GA.

DOCUMENT NOT AVAILABLE IN MF OR HC. AMERICAN ASSOCIATION FOR VOCATIONAL INSTRUCTIONAL MATERIALS, ENGINEERING CENTER, ATHENS, GA. 30602.

PUB DATE - JUL73 57P.

DESCRIPTORS - \*MANUALS; \*FUELS; \*EQUIPMENT MAINTENANCE; \*LUBRICANTS; MACHINE REPAIRMEN; MECHANICAL EQUIPMENT; AUTO MECHANICS (OCCUPATION); FARM MECHANICS (OCCUPATION)

ABSTRACT - THIS MANUAL PRESENTS BASIC INFORMATION FOR THE PERSON WHO PLANS TO OPERATE OR SERVICE TRACTORS, TRUCKS, INDUSTRIAL ENGINES, AND AUTOMOBILES. IT TELLS HOW TO SELECT THE PROPER FUELS AND

LUBRICANTS AND HOW TO STORE THEM PROPERLY. ALTHOUGH THERE ARE NO PREREQUISITES TO THE STUDY OF THIS TEXT, A GENERAL KNOWLEDGE OF ENGINES AND MOBILE-TYPE VEHICLES IS HELPFUL. (AUTHOR/NJ)

# VT 102 107

TURNER, J. HOWARD; SMITH, GEORGE W.  
BUILDING FENCES.

AMERICAN ASSOCIATION FOR VOCATIONAL INSTRUCTIONAL MATERIALS, ATHENS, GA.

DOCUMENT NOT AVAILABLE IN MF OR HC.  
AMERICAN ASSOCIATION FOR VOCATIONAL INSTRUCTIONAL MATERIALS,  
ENGINEERING CENTER, ATHENS, GA.  
30602.

PUB DATE - 74 100P.

DESCRIPTORS - \*CONSTRUCTION (PROCESS); \*MANUALS; INSTRUCTIONAL MATERIALS; \*VOCATIONAL EDUCATION; STUDY GUIDES; ADULT FARMER EDUCATION  
IDENTIFIERS - \*FENCE BUILDING

ABSTRACT - THE OBJECTIVE OF THIS MANUAL IS TO HELP THE STUDENT BECOME PROFICIENT IN THE SKILLS REQUIRED IN THE BUILDING OF FENCES. THE PROCEDURAL STEPS ARE ILLUSTRATED AND THE BOOK IS DEVELOPED INTO A SELF-STUDY UNIT. BY FOLLOWING THE STEPS, THE STUDENT CAN PERFORM THE VARIOUS TASKS WITH A MINIMUM OF ASSISTANCE FROM THE TEACHER. (AUTHOR/NJ)

# VT 102 204

BEAUTY CARE AND COSMETOLOGY.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.

PUB DATE - ND 70P.;  
RELATED DOCUMENTS VT 102 201  
THROUGH VT 102 204 IN THIS ISSUE.

DESCRIPTORS - \*GRADE 6;  
\*OCCUPATIONAL INFORMATION;  
\*COSMETOLOGY; \*CAREER EDUCATION;  
PRETESTING; POST TESTING;  
WORKSHEETS

ABSTRACT - PRETESTS AND POST TESTS ON CAREERS IN BEAUTY CARE AND

COSMETOLOGY ARE PRESENTED AS PART OF THE SYRACUSE (NEW YORK) CITY SCHOOL DISTRICT'S GUIDED OCCUPATIONAL ORIENTATION PROGRAM. THREE BOOKLETS ARE INCLUDED FOR GRADE 6 INSTRUCTIONAL LEVELS: A BLUE BOOKLET FOR BELOW GRADE LEVEL PUPILS, YELLOW FOR AVERAGE, AND PINK FOR ABOVE AVERAGE LEVEL. ALL THREE LEVELS CONTAIN LEARNING ACTIVITIES TAILORED FOR THE LEARNER AT EACH LEVEL. LEARNING ACTIVITY TOPICS INCLUDE NATURE OF WORK, REQUIREMENTS, CONDITIONS OF WORK, AND ADVANTAGES (FOR THE JOB). (MF)

# VT 102 208

THE CAMDEN HIGH SCHOOL VOCATIONAL INTERDISCIPLINARY PROGRAM.

CAMDEN HIGH SCHOOL, S.C.  
BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE),  
WASHINGTON, D.C. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.

OEC-0-70-5190(361)

PUB DATE - JUN71 155P.; RELATED DOCUMENTS VT 102 208 THROUGH VT 102 210 IN THIS ISSUE.

DESCRIPTORS - \*GRADE 11;  
\*INTERDISCIPLINARY APPROACH; \*TRADE AND INDUSTRIAL EDUCATION;  
\*CURRICULUM GUIDES; HIGH SCHOOLS;  
\*MACHINE TOOLS; TEACHING GUIDES;  
MECHANICS (PROCESS)

ABSTRACT - THIS DOCUMENT PRESENTS MATERIAL TO BE USED IN A MACHINE TECHNOLOGY PROGRAM AT THE GRADE 11 LEVEL. INTENDED AS AN INTERDISCIPLINARY APPROACH, THIS COURSE IS ORGANIZED BY THE FOUR AREAS OF LABORATORY, SCIENCE, MATHEMATICS, AND COMMUNICATIONS FOR EACH SUBSTANTIVE AREA. THE FIRST PART OF THE DOCUMENT GIVES INFORMATION INCLUDING OBJECTIVES AND PRETESTS AND POSTTESTS FOR EACH OF THE NINE UNITS PLUS AN ORIENTATION. THE SECOND PART OF THE DOCUMENT PRESENTS ORIENTATION MATERIAL FOR THE NINE UNITS OF MACHINE TECHNOLOGY, MEASUREMENT, INTERPRETATION OF DRAWINGS AND SYMBOLS, DRILLING, LATHES, MILLING

MACHINE, SAWS, THE SHAPER, AND CHARACTERISTICS OF METALS. (LJ)

#### VT 102 209

THE CHESTERFIELD HIGH SCHOOL VOCATIONAL INTERDISCIPLINARY PROGRAM.

CHESTERFIELD HIGH SCHOOL, S.C.  
BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.  
DEC-0-70-5190(361)  
PUB DATE - JUN71 85P.; RELATED DOCUMENTS VT 102 208 THROUGH VT 102 210 IN THIS ISSUE.

DESCRIPTORS - \*GRADE 11; HIGH SCHOOLS; \*INTERDISCIPLINARY APPROACH; \*CURRICULUM GUIDES; \*TRADE AND INDUSTRIAL EDUCATION; ELECTRICAL OCCUPATIONS; \*ELECTRONICS

ABSTRACT - THIS DOCUMENT CONTAINS 10 UNITS FOR A GRADE 11 PROGRAM IN ELECTRONICS. THE UNITS ARE ORGANIZED UNDER THE FOUR HEADINGS OF LABORATORY, SCIENCE, MATHEMATICS, AND COMMUNICATIONS. EACH UNIT CONTAINS OBJECTIVES, PRETEST AND POSTTEST MATERIALS, CONTENT, METHODOLOGY, AND STUDENT LEARNING ACTIVITIES. THE UNIT TOPICS ARE ORIENTATION, HAND TOOLS AND SOLDERING, MEASUREMENT OF ELECTRICITY, SOURCES OF ELECTRICITY, MAGNETISM, TRANSFORMERS, ELECTRICAL CIRCUITS, INTRODUCTION TO BASIC ELECTRICAL COMPONENTS, AND ELECTRONIC CIRCUITS. EXTRA UNITS ON GRAMMAR AND USAGE AND APPLIANCE REPAIR ARE ALSO INCLUDED. SUPPLEMENTARY MATERIALS LISTED IN THE TABLE OF CONTENTS HAVE NOT BEEN INCLUDED WITH THE DOCUMENT. (LJ)

#### VT 102 210

THE FAIRFIELD HIGH SCHOOL VOCATIONAL INTERDISCIPLINARY PROGRAM.

FAIRFIELD HIGH SCHOOL, WINNSBORO, S.C.

BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.  
DEC-0-70-5190(361)  
PUB DATE - JUN71 74P.; RELATED DOCUMENTS VT 102 208 THROUGH VT 102 210 IN THIS ISSUE.

DESCRIPTORS - \*GRADE 11; \*TRADE AND INDUSTRIAL EDUCATION; HIGH SCHOOLS; \*CURRICULUM GUIDES; \*ELECTRONICS; ELECTRICAL OCCUPATIONS; \*INTERDISCIPLINARY APPROACH

ABSTRACT - THIS DOCUMENT PRESENTS A COURSE IN ELECTRONICS FOR GRADE 11 STUDENTS. THE 11 UNITS ARE ORGANIZED UNDER THE MAJOR HEADINGS OF LABORATORY, SCIENCE, MATHEMATICS, AND COMMUNICATIONS. EACH UNIT CONTAINS OBJECTIVES, AN OUTLINE OF THE CONTENT, AND LEARNING ACTIVITIES. THE UNITS COVER THE SUBJECTS OF ORIENTATION AND INTRODUCTION, LABORATORY SAFETY PROCEDURES AND TECHNIQUES, FUNDAMENTALS OF ELECTRICITY, SIMPLE CURRENTS, MAGNETISM, METERS, ALTERNATING CURRENT FUNDAMENTALS, LAWS AND PROPERTIES OF INDUCTORS, LAWS AND PROPERTIES OF CAPACITATORS, TUNED CIRCUITS, AND POWER SUPPLIERS. (LJ)

#### VT 102 212

STATIONARY ENGINEERING  
ENVIRONMENTAL CONTROL  
REFRIGERATION. SCIENCE I - TEACHERS GUIDE.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.; BERGEN COUNTY VOCATIONAL-TECHNICAL HIGH SCHOOL, HACKENSACK, N.J.  
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.  
VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS - THE STATE UNIVERSITY, BUILDING 4103 - KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903. (\$2.00 EA.)  
PUB DATE - WD 132P.;

RELATED DOCUMENT VT 102 213 IN THIS ISSUE.

DESCRIPTORS - HIGH SCHOOLS; POST SECONDARY EDUCATION; \*TEACHING GUIDES; \*TRADE AND INDUSTRIAL EDUCATION; \*REFRIGERATION MECHANICS; SCIENCE CURRICULUM; \*TECHNICAL OCCUPATIONS; \*OPERATING ENGINEERING

ABSTRACT - THIS DOCUMENT PRESENTS LESSONS FOR TEACHING ABOUT OCCUPATIONS RELATED TO ENVIRONMENTAL CONTROL, STATIONARY ENGINEERING, AND REFRIGERATION. INTENDED FOR USE WITH THE ASSIGNMENTS IN THE RELATED SCIENCE MANUAL FOR STUDENTS (VT 102 213 IN THIS ISSUE), EACH UNIT PROVIDES THE TEACHER WITH OBJECTIVES, A LIST OF AIDS NEEDED, PROCEDURES, A SUMMARY, AND TESTING QUESTIONS. THERE ARE 18 AVAILABLE UNITS FROM WHICH TO CHOOSE AND EACH LESSON INVOLVES CONCRETE TRADE EXPERIENCE WHERE SCIENCE IS APPLIED. (LJ)

#### VT 102 213

STEINGRESS, FREDERICK M.; AND OTHERS  
STATIONARY ENGINEERING  
ENVIRONMENTAL CONTROL  
REFRIGERATION. SCIENCE MANUAL I.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.; BERGEN COUNTY VOCATIONAL-TECHNICAL HIGH SCHOOL, HACKENSACK, N.J. NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3. VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS - THE STATE UNIVERSITY, BUILDING 4103 - KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903. (\$3.00 EA.)

PUB DATE - APR 75 327P.; RELATED DOCUMENT VT 102 212 IN THIS ISSUE.

DESCRIPTORS - HIGH SCHOOLS; POST SECONDARY EDUCATION; \*INSTRUCTIONAL MATERIALS; \*TRADE AND INDUSTRIAL EDUCATION; \*REFRIGERATION MECHANICS; SCIENCE CURRICULUM; \*TECHNICAL OCCUPATIONS; \*OPERATING

#### ENGINEERING

ABSTRACT - THESE STUDENT MATERIALS PRESENT LESSONS ABOUT OCCUPATIONS RELATED TO ENVIRONMENTAL CONTROL, STATIONARY ENGINEERING, AND REFRIGERATION. INCLUDED ARE 18 UNITS ORGANIZED BY OBJECTIVE, INFORMATION, REFERENCE, PROCEDURE, AND ASSIGNMENT. EACH LESSON INVOLVES CONCRETE TRADE EXPERIENCE WHERE SCIENCE IS APPLIED. (LJ)

#### VT 102 234

LFE, JASPER S., COMP.  
FOOD PRESERVATION MANUAL. A GUIDE FOR SCHOOL-COMMUNITY CANNERIES IN VIRGINIA.

VIRGINIA POLYTECHNIC INST. AND STATE UNIV., BLACKSBURG. DIV. OF VOCATIONAL-TECHNICAL EDUCATION. VIRGINIA STATE DEPT. OF EDUCATION, RICHMOND. AGRICULTURAL EDUCATION SERVICE.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.

PUB DATE - 75 118P.

DESCRIPTORS - \*FOOD PROCESSING OCCUPATIONS; \*NUTRITION INSTRUCTION; \*INSTRUCTIONAL MATERIALS; VOCATIONAL AGRICULTURE TEACHERS; \*PRESERVATION; FOOD; SCHOOL COMMUNITY COOPERATION IDENTIFIERS - VIRGINIA; \*CANNING

ABSTRACT - THIS GUIDE DETAILS THE OPERATIONS FOR THE PROPER PROCESSING OF FOOD IN SCHOOL-COMMUNITY CANNERIES IN VIRGINIA. BECAUSE DAY-TO-DAY OPERATION OF THE CANNERIES IS OFTEN UNDER THE DIRECTION OF A LAY INSTRUCTOR AND ASSISTANTS, THE TERMINOLOGY HAS BEEN SIMPLIFIED TO REQUIRE ONLY A MINIMUM OF FORMAL INSTRUCTION IN FOOD SCIENCE. THE THREE SECTIONS OF THE GUIDE PRESENT A SUMMARY OF FUNDAMENTAL CONSIDERATIONS IN FOOD PRESERVATION AND CANNERY OPERATION, DETAILED PROCEDURES FOR CANNING SPECIFIC FOOD PRODUCTS, AND A VARIETY OF LESSON PLANS AND INSTRUCTIONAL MATERIALS FOR USE BY THE INSTRUCTOR IN TEACHING NUTRITION AND FOOD PRESERVATION. AN AVAILABILITY SOURCE LIST OF FOOD

PRESERVATION INSTRUCTIONAL MATERIALS IS APPENDED. (AUTHOR/KJ)

VT 102 235

POWELL, LARRY E.  
PAINTS AND PRESERVATIVES.  
CURRICULUM MATERIALS FOR  
AGRICULTURE EDUCATION.

VIRGINIA POLYTECHNIC INST. AND  
STATE UNIV., BLACKSBURG. DIV. OF  
VOCATIONAL-TECHNICAL EDUCATION.  
VIRGINIA STATE DEPT. OF EDUCATION,  
RICHMOND. AGRICULTURAL EDUCATION  
SERVICE.

MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 3.  
PUB DATE - 75 79P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
INSTRUCTIONAL MATERIALS;  
\*AGRICULTURAL ENGINEERING;  
\*VOCATIONAL AGRICULTURE; EQUIPMENT  
UTILIZATION; JOB SKILLS; \*PAINTING;  
PRESERVATION; BUILDING TRADES

ABSTRACT - THIS CURRICULUM  
MATERIAL, FOR USE BY VOCATIONAL  
AGRICULTURE TEACHERS, PRESENTS  
TEACHING OUTLINES ON PROBLEM AREAS  
CONCERNING PAINTS AND  
PRESERVATIVES. TEACHER AND STUDENT  
OBJECTIVES AND ACTIVITIES ARE SET  
FORTH WITH AN OVERALL EVALUATION  
FORM TO GUAGE STUDENT PROGRESS.  
TECHNICAL INFORMATION IS PROVIDED  
AS AN AID TO THE INSTRUCTOR AND A  
LIST OF REFERENCES AND GLOSSARY OF  
TERMS FOR TEACHER AND STUDENT USE  
IS INCLUDED. FOURTEEN PAGES OF  
TRANSPARENCY MASTERS ARE PROVIDED  
TO ASSIST WITH THE INSTRUCTION OF  
OPERATING AND USING POWER SPRAY  
PAINTING EQUIPMENT. (AUTHOR/KJ)

VT 102 325

DEVELOPMENT OF PRE-POSTSECONDARY  
EDUCATION PROGRAMS IN ENGINEERING  
AND HEALTH OCCUPATIONS FOR HIGH  
SCHOOL STUDENTS IN GRADES 11 AND  
12.

AKRON CITY SCHOOL DISTRICT, OHIO.  
OHIO STATE DEPT. OF EDUCATION,  
COLUMBUS.

MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 3.  
PUB DATE - NO 76P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*CAREER EDUCATION; VOCATIONAL  
EDUCATION; GRADE 11; GRADE 12;  
\*HEALTH OCCUPATIONS EDUCATION;  
\*ENGINEERING EDUCATION; PROGRAM  
DESCRIPTIONS; LEARNING ACTIVITIES

ABSTRACT - A PROGRAM OF PRE-  
POSTSECONDARY INSTRUCTION IN  
ENGINEERING AND HEALTH OCCUPATIONS  
FOR GRADES 11 AND 12 WAS DEVELOPED  
AND IMPLEMENTED AT FIRESTONE HIGH  
SCHOOL FROM JUNE 1974 TO JULY 1975.  
IT WAS DESIGNED TO BE COMPATIBLE  
WITH HIGH SCHOOL GRADUATION  
REQUIREMENTS AND OFFER EXPERIENCES  
RELATED TO POSTSECONDARY EDUCATION  
THAT WOULD LEAD TO A  
PARAPROFESSIONAL OR PROFESSIONAL  
GOAL. THE MAIN FEATURES OF THE  
PROGRAM WERE THE "HANDS-ON"  
EXPERIENCES, CAREER PLANNING, AND A  
BROAD EDUCATIONAL FOUNDATION BASED  
ON THE STUDENT'S CAREER OBJECTIVES.  
THE ACTIVITIES WERE DESIGNED TO  
PROVIDE THE STUDENTS WITH AN  
UNDERSTANDING OF CAREERS RELATED TO  
THE PROGRAM OFFERING, TO INTRODUCE  
THEM TO THE PERSONAL AND  
EDUCATIONAL REQUIREMENTS OF THEIR  
CHOICES, AND TO PROMOTE  
UNDERSTANDING AND ACCEPTANCE OF  
THEIR ABILITIES AND ATTITUDES IN  
LIGHT OF FUTURE OCCUPATIONAL  
ASPIRATIONS. FIELD EXPERIENCE  
COMPRISED A LARGE PART OF THE  
CURRICULUM. AN APPENDIX CONTAINS  
THE LEARNING ACTIVITIES DEVELOPED  
BY THE PROJECT. (AUTHOR/NJ)

VT 102 344

METRIC EDUCATION. AN ANNOTATED  
BIBLIOGRAPHY FOR VOCATIONAL,  
TECHNICAL AND ADULT EDUCATION.  
BIBLIOGRAPHY SERIES NO. 26.

OHIO STATE UNIV., COLUMBUS. CENTER  
FOR VOCATIONAL EDUCATION.  
BUREAU OF OCCUPATIONAL AND ADULT  
EDUCATION (DHEW/OE), WASHINGTON,  
D.C.

MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 3.

DEC-0-74-9335

CENTER FOR VOCATIONAL EDUCATION,  
OHIO STATE UNIVERSITY, 1960 KENNY  
ROAD, COLUMBUS, OHIO 43210. (ORDER



#BB26, \$10.00 FA.)

PUB DATE - 74 156P.; RELATED  
DOCUMENT VT 102 227 IN THIS ISSUE.

DESCRIPTORS - \*ANNOTATED  
BIBLIOGRAPHIES; \*METRIC SYSTEM;  
\*VOCATIONAL EDUCATION; \*REFERENCE  
MATERIALS

ABSTRACT - THIS ANNOTATED  
BIBLIOGRAPHY IS DESIGNED TO ASSIST  
VOCATIONAL, TECHNICAL, AND ADULT  
EDUCATION TEACHERS AND OTHERS  
LOCATE AVAILABLE MATERIALS ON  
METRIC EDUCATION. EACH CITED ITEM  
IS AVAILABLE FROM A SUPPLIER OR AN  
INFORMATION SYSTEM. IT IS ORGANIZED  
INTO THREE SECTIONS: INSTRUCTIONAL  
MATERIALS, REFERENCE MATERIALS AND  
RESOURCE LISTS. THE INSTRUCTIONAL  
MATERIALS SECTION IS ORGANIZED BY  
MATERIAL TYPE: INSTRUCTOR GUIDES,  
STUDENT MATERIALS, AND AUDIO-VISUAL  
MATERIALS. EACH CITATION PROVIDES  
INFORMATION ON POSSIBLE USE; FOR  
EXAMPLE, EDUCATIONAL LEVEL  
INDICATED IN PARENTHESIS AT THE END  
OF EACH CITATION AND CONTENT  
INDICATED IN THE ANNOTATION.  
INCLUDED IN THE REFERENCE MATERIALS  
SECTION ARE ITEMS ON GENERAL  
METRICATION, IMPACT ON EDUCATION,  
METRICATION OF BUSINESS AND  
INDUSTRY, IMPACT ON CONSUMERS,  
INTERNATIONAL SYSTEM OF UNITS (SI),  
CONVERTING FROM CUSTOMARY TO METRIC  
UNITS, NATIONAL AND INTERNATIONAL  
STANDARDS, AND BIBLIOGRAPHIES. THE  
LISTS OF RESOURCES IN SECTION THREE  
ARE DESIGNED TO HELP THE USER  
LOCATE ORGANIZATIONS, PUBLISHERS,  
SUPPLIERS, AND RESOURCE PERSONS WHO  
MAY BE HELPFUL IN DEVELOPING OR  
SELECTING CURRICULUM MATERIALS.  
NAMES, ADDRESSES, AND AVAILABLE  
MATERIALS AND SERVICES ARE GIVEN.  
(AUTHOR/NJ)

VT 102 348

POWERS, THOMAS F.; SWINTON, JOHN R.  
PARAMETERS OF THE FUTURE FOOD  
SERVICE WORLD OF WORK. A REPORT.

PENNSYLVANIA STATE UNIV.,  
UNIVERSITY PARK. FOOD SERVICE AND  
HOUSING ADMINISTRATION.  
PENNSYLVANIA RESEARCH COORDINATING  
UNIT FOR VOCATIONAL EDUCATION,

HARRISBURG.

MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 3.  
PUB DATE - 30JUN75 639P.

DESCRIPTORS - \*FOOD SERVICE  
INDUSTRY; \*RESEARCH REVIEWS  
(PUBLICATIONS); \*REFERENCE BOOKS;  
STATE OF THE ART REVIEWS; \*ECONOMIC  
FACTORS; NUTRITION; \*POPULATION  
TRENDS; FUTURES (OF SOCIETY)

ABSTRACT - THIS DOCUMENT IS A STUDY  
OF THE FOOD SERVICE INDUSTRY  
INTENDED FOR USE AS A REFERENCE BY  
FOOD SERVICE TEACHERS AND  
CURRICULUM PLANNERS. THE PURPOSE OF  
THE STUDY IS TO MAP THE ECONOMIC  
AND TECHNOLOGICAL TERRITORY OF THE  
INDUSTRY, TO IDENTIFY THE DYNAMICS  
SHAPING THE INDUSTRY TODAY, AND TO  
CONSIDER QUESTIONS CRUCIAL TO AN  
ORDERLY CONSIDERATION OF THE  
FUTURE. IN THE SECTION ON INDUSTRY  
DYNAMICS, A PRINCIPAL FOCUS OF  
CONCERN IS ON LABOR COST AND SUPPLY  
AND ON THE PRODUCTIVITY OF LABOR.  
OTHER MAJOR TOPICS ARE FOOD  
PROCESSING EQUIPMENT AND METHODS,  
NUTRITION, AND ECONOMIC TRENDS. THE  
EFFECTS OF DEMOGRAPHY AND MIGRATION  
ON THE DEMAND FOR FOOD SERVICE ARE  
ALSO CONSIDERED. BIBLIOGRAPHIC  
ESSAYS PLACE THE MAIN POINTS OF THE  
SOURCE MATERIALS INTO AN OVERVIEW  
CONTEXT IN NARRATIVE AND SEQUENTIAL  
FORM. BIBLIOGRAPHIES FOLLOW EACH  
SECTION. (AUTHOR/NJ)

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VT 013 148	ED 059 407	77-79	VT 013 416	ED 059 407	201
VT 013 149	ED 059 407	79, 80	VT 013 417	ED 059 407	201, 202
VT 013 150	ED 059 407	80, 81	VT 013 418	ED 059 407	202
VT 013 151	ED 059 407	81, 82	VT 013 423	ED 059 407	202-206
VT 013 152	ED 059 407	82, 83	VT 013 467	ED 062 563	30-37
VT 013 153	ED 059 407	83-85	VT 013 469	ED 059 407	208-210
VT 013 154	ED 059 407	85, 86	VT 013 470	ED 059 407	210-214
VT 013 155	ED 059 407	86, 87	VT 013 498	ED 059 407	217-224
VT 013 156	ED 059 407	88, 89	VT 013 499	ED 059 407	224-228
VT 013 157	ED 059 407	89-91	VT 013 504	ED 059 407	229-233
VT 013 158	ED 059 407	91, 92	VT 013 509	ED 059 407	235-239
VT 013 159	ED 059 407	92-94	VT 013 511	ED 059 407	239-241
VT 013 160	ED 059 407	94, 95	VT 013 512	ED 059 407	241, 242
VT 013 161	ED 059 407	95-97	VT 013 513	ED 059 407	242, 243
VT 013 162	ED 059 407	97-99	VT 013 514	ED 059 407	243
VT 013 163	ED 059 407	99-101	VT 013 523	ED 059 407	250-252
VT 013 164	ED 059 407	101-103	VT 013 526	ED 059 407	257-260
VT 013 165	ED 059 407	103-105	VT 013 527	ED 059 407	260-265
VT 013 166	ED 059 407	105	VT 013 531	ED 059 407	271-273
VT 013 167	ED 059 407	105-107	VT 013 532	ED 059 407	273, 274
VT 013 168	ED 059 407	107-109	VT 013 547	ED 059 407	284, 285
VT 013 169	ED 059 407	109, 110	VT 013 639	ED 059 407	303, 304
VT 013 170	ED 059 407	110, 111	VT 013 659	ED 062 563	47
VT 013 171	ED 059 407	111, 112	VT 013 745	ED 062 563	52-54
VT 013 172	ED 059 407	112, 113	VT 013 750	ED 062 563	56
VT 013 173	ED 059 407	113-115	VT 013 751	ED 062 563	56
VT 013 174	ED 059 407	115, 116	*VT 013 752	ED 055 168	
VT 013 175	ED 059 407	116, 117	VT 013 753	ED 062 563	56, 57
VT 013 176	ED 059 407	117-119	VT 013 758	ED 062 563	59-61
VT 013 177	ED 059 407	119, 120	VT 013 773	ED 062 563	67-80
VT 013 178	ED 059 407	120, 121	VT 013 850	ED 062 563	98-99
VT 013 179	ED 059 407	121-123	VT 013 860	ED 062 563	107



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VT 013 861	ED 062 563	108	VT 014 336	ED 063 502	22-24
VT 013 862	ED 062 563	108	VT 014 337	ED 062 563	261, 262
VT 013 863	ED 062 563	108, 109	VT 014 373	ED 063 502	36-40
VT 013 864	ED 062 563	109	VT 014 402	ED 063 502	47, 48
VT 013 865	ED 062 563	109, 110	*VT 014 417	ED 057 250	
#VT 013 873			VT 014 463	ED 063 502	50
VT 013 888	ED 062 563	110, 111	VT 014 491	ED 063 502	58
VT 013 889	ED 062 563	111	VT 014 492	ED 063 502	58
VT 013 890	ED 062 563	111	VT 014 493	ED 063 502	59
VT 013 891	ED 062 563	111, 112	VT 014 495	ED 063 502	60
VT 013 938	ED 062 563	125-129	VT 014 520	ED 063 502	81-85
VT 013 939	ED 062 563	129-134	VT 014 522	ED 063 502	88-93
VT 013 956	ED 062 563	151-154	VT 014 526	ED 063 502	101-105
VT 013 980	ED 062 563	155	*VT 014 547	ED 058 449	
VT 013 981	ED 062 563	155	VT 014 573	ED 063 502	123
VT 013 982	ED 062 563	155, 156	VT 014 576	ED 063 502	123-125
VT 013 983	ED 062 563	156	VT 014 601	ED 063 502	132
VT 014 001	ED 062 563	165-173	VT 014 602	ED 063 502	132, 133
VT 014 028	ED 062 563	194, 195	VT 014 626	ED 063 502	137-140
VT 014 033	ED 062 563	195, 196	VT 014 627	ED 063 502	140-144
VT 014 034	ED 062 563	196	*VT 014 645	ED 061 413	
VT 014 036	ED 062 563	196	VT 014 650	ED 063 502	147, 148
VT 014 037	ED 062 563	196, 197	VT 014 663	ED 063 502	155
VT 014 038	ED 062 563	197	VT 014 666	ED 063 502	155
VT 014 039	ED 062 563	197	#VT 014 700		
VT 014 041	ED 062 563	198	#VT 014 701		
VT 014 043	ED 062 563	198	VT 014 766	ED 063 502	185, 186
VT 014 045	ED 062 563	199	VT 014 791	ED 063 502	192, 193
VT 014 046	ED 062 563	199	VT 014 792	ED 063 502	193-195
VT 014 047	ED 062 563	199	VT 014 818	ED 063 502	197-199
VT 014 048	ED 062 563	199, 200	VT 014 821	ED 063 502	201-204
VT 014 049	ED 062 563	200	*VT 014 892	ED 060 218	
VT 014 053	ED 062 563	201	VT 014 894	ED 067 490	26-28
VT 014 056	ED 062 563	202	VT 014 896	ED 067 490	28-33
VT 014 057	ED 062 563	202	VT 014 898	ED 067 490	33
VT 014 058	ED 062 563	202, 203	VT 014 899	ED 067 490	33, 34
VT 014 059	ED 062 563	203	VT 014 929	ED 067 490	45-48
VT 014 120	ED 062 563	205-211	*VT 014 932	ED 061 435	
VT 014 122	ED 062 563	211-218	VT 014 935	ED 063 502	241-243
VT 014 174	ED 062 563	236-242	VT 014 936	ED 063 502	243-244
VT 014 193	ED 062 563	245, 246	VT 014 937	ED 063 502	244, 245
VT 014 194	ED 062 563	246-249	VT 014 938	ED 063 502	245-247
VT 014 195	ED 062 563	249, 250	VT 014 940	ED 067 490	48, 49
*VT 014 200	ED 056 227		VT 014 942	ED 067 490	49, 50
VT 014 269	ED 062 563	256	VT 014 943	ED 067 490	50, 51
VT 014 317	ED 062 563	256-258	VT 014 944	ED 067 490	51, 52
VT 014 326	ED 062 563	259-261	VT 014 945	ED 067 490	52, 53
VT 014 329	ED 062 563	261	VT 014 951	ED 063 502	254

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#VT 015 001			VT 016 184	ED 075 668	5, 6
#VT 015 002			VT 016 185	ED 075 668	6
#VT 015 003			VT 016 222	ED 069 919	116-118
*VT 015 016	ED 061 453		VT 016 228	ED 069 919	119, 120
VT 015 039	ED 069 919	3	VT 016 234	ED 069 919	121
VT 015 088	ED 069 919	10-13	VT 016 236	ED 069 919	121
VT 015 089	ED 067 490	64-66	VT 016 253	ED 069 919	125
VT 015 090	ED 067 490	66-70	*VT 016 360	ED 065 732	
VT 015 091	ED 067 490	70-72	#VT 016 362		
VT 015 115	ED 067 490	89, 90	VT 016 363	ED 069 919	133-136
VT 015 130	ED 069 919	14, 15	VT 016 368	ED 069 919	139
VT 015 199	ED 067 490	101	VT 016 371	ED 069 919	139, 140
*VT 015 227	ED 063 463		VT 016 372	ED 069 919	140
VT 015 234	ED 067 490	108, 109	VT 016 373	ED 069 919	140
VT 015 235	ED 067 490	109, 110	VT 016 375	ED 069 919	140
VT 015 236	ED 075 668	2, 3	*VT 016 376	ED 066 575	
VT 015 278	ED 069 919	16	*VT 016 377	ED 066 576	
VT 015 280	ED 069 919	23-26	VT 016 388	ED 069 919	145-148
VT 015 397	ED 067 490	149-154	VT 016 391	ED 069 919	148
VT 015 404	ED 069 919	36	VT 016 399	ED 075 668	8-12
VT 015 501	ED 069 919	38-39	VT 016 413	ED 069 919	151, 152
VT 015 580	ED 069 919	42-46	VT 016 414	ED 069 919	152-155
VT 015 614	ED 067 490	208-209	VT 016 415	ED 069 919	155-159
VT 015 629	ED 067 490	213	VT 016 418	ED 069 919	164-170
VT 015 631	ED 067 490	213, 214	VT 016 419	ED 069 919	170-176
VT 015 632	ED 067 490	214, 215	VT 016 422	ED 069 919	177-181
VT 015 635	ED 067 490	215, 216	VT 016 423	ED 069 919	181-183
VT 015 636	ED 067 490	216, 217	VT 016 425	ED 069 919	185-188
VT 015 638	ED 067 490	217	VT 016 426	ED 069 919	188-191
VT 015 639	ED 067 490	217, 218	VT 016 427	ED 069 919	191-198
VT 015 641	ED 067 490	218	VT 016 512	ED 069 919	208-213
#VT 015 653			VT 016 538	ED 069 919	214, 215
*VT 015 710	ED 063 503		#VT 016 595		
*VT 015 711	ED 063 504		VT 016 607	ED 075 668	20-22
*VT 015 755	ED 064 497		VT 016 612	ED 075 668	22, 23
VT 015 808	ED 067 490	225, 226	VT 016 628	ED 075 668	24, 25
VT 015 941	ED 067 490	235-243	VT 016 630	ED 075 668	28-30
VT 015 947	ED 069 919	67, 68	#VT 016 631		
VT 015 952	ED 069 919	76-78	VT 016 633	ED 075 668	30, 31
VT 015 963	ED 069 919	81	VT 016 634	ED 075 668	31
VT 015 987	ED 069 919	84	VT 016 654	ED 075 668	37
VT 016 002	ED 067 490	262, 263	VT 016 658	ED 083 481	4-6
VT 016 110	ED 069 919	96, 97	VT 016 677	ED 083 481	7
VT 016 175	ED 067 490	270, 271	VT 016 690	ED 083 481	9-11
VT 016 180	ED 075 668	3, 4	VT 016 691	ED 083 481	11-13
VT 016 181	ED 075 668	4	VT 016 692	ED 083 481	13-16
VT 016 182	ED 075 668	4, 5	VT 016 707	ED 083 481	16
VT 016 183	ED 075 668	5	VT 016 746	ED 075 685	1

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VT 016 748	ED 083 481	17	*VT 018 787	ED 073 258	
*VT 016 770	ED 067 509		*VT 018 805	ED 072 299	
VT 016 781	ED 083 481	17-21	*VT 018 890	ED 073 272	
VT 016 806	ED 075 685	2	VT 018 944	ED 083 481	135, 136
#VT 016 836			VT 019 038	ED 083 481	136, 137
#VT 016 858			VT 019 074	ED 083 481	141-144
#VT 016 867			VT 019 123	ED 083 481	146
#VT 016 871			VT 019 135	ED 083 481	146-148
#VT 016 873			VT 019 167	ED 083 481	155
#VT 016 947			VT 019 175	ED 083 481	157, 158
#VT 017 069			VT 019 237	ED 083 481	180, 181
#VT 017 070			VT 019 239	ED 083 481	181-183
#VT 017 073			VT 019 293	ED 083 481	183-185
#VT 017 082			VT 019 313	ED 083 481	191-193
VT 017 151	ED 083 481	24	VT 019 330	ED 083 481	193, 194
*VT 017 176	ED 068 678		VT 019 337	ED 083 481	195
#VT 017 232			VT 019 341	ED 083 481	195, 196
*VT 017 339	ED 068 717		VT 019 372	ED 083 481	196, 197
#VT 017 469			VT 019 388	ED 083 481	200
*VT 017 477			VT 019 393	ED 083 481	203, 204
VT 017 519	ED 083 481	27-29	VT 019 394	ED 083 481	204, 205
VT 017 520	ED 083 481	29-31	VT 019 395	ED 083 481	205-207
#VT 017 539			VT 019 396	ED 083 481	207, 208
VT 017 572	ED 083 481	46	#VT 019 542		
VT 017 605	ED 075 668	55	#VT 019 543		
VT 017 608	ED 083 481	58-64	VT 019 874	ED 083 481	234
VT 017 615	ED 083 481	64	VT 020 078	ED 083 481	236-239
VT 017 637	ED 083 481	65-69	VT 020 273	ED 083 481	240
VT 017 697	ED 083 481	72-74	#VT 020 476		
VT 017 700	ED 083 481	74	VT 020 480	ED 083 481	240, 241
VT 017 701	ED 083 481	74-76	VT 020 482	ED 083 481	242
*VT 017 769	ED 069 917		#VT 020 490		
#VT 017 786			VT 020 507	ED 083 481	245-247
#VT 017 791			VT 020 508	ED 083 481	247, 248
VT 018 071	ED 083 481	99-104	VT 020 509	ED 083 481	249-251
#VT 018 307			VT 020 510	ED 083 481	251-253
VT 018 365	ED 083 481	107-110	VT 020 511	ED 083 481	253-255
VT 018 455	ED 083 481	111, 112	VT 020 512	ED 083 481	255-259
VT 018 461	ED 083 481	112-115	VT 020 513	ED 083 481	259-261
*VT 018 485	ED 070 901		VT 020 552	ED 083 481	261, 262
*VT 018 515	ED 072 197		VT 020 616	ED 083 481	262-266
VT 018 564	ED 083 481	122-127	VT 020 638	ED 083 481	266-268
*VT 018 597	ED 073 247		VT 020 660	ED 083 481	268
*VT 018 697	ED 072 244		VT 100 001	ED 094 269	2
*VT 018 698	ED 072 245		VT 100 013	ED 094 269	12
*VT 018 699	ED 072 246		VT 100 019	ED 094 269	15
VT 018 720	ED 083 481	127, 128	VT 100 030	ED 094 269	23
*VT 018 730	ED 072 248		VT 100 035	ED 094 269	29

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VT 100 036	ED 094 269	31	VT 100 300	ED 094 270	102
VT 100 039	ED 094 269	35	VT 100 304	ED 094 270	103
VT 100 040	ED 094 269	36	#VT 100 305		
VT 100 041	ED 094 269	36	#VT 100 310		
VT 100 042	ED 094 269	38	#VT 100 312		
VT 100 047	ED 094 269	44	#VT 100 313		
VT 100 052	ED 094 269	52	VT 100 402	ED 094 271	2
VT 100 053	ED 094 269	58	VT 100 404	ED 094 271	4
VT 100 054	ED 094 269	59	VT 100 405	ED 094 271	5
VT 100 056	ED 094 269	61	VT 100 406	ED 094 271	5
VT 100 057	ED 094 269	63	VT 100 407	ED 094 271	6
VT 100 058	ED 094 269	65	VT 100 408	ED 094 271	6
VT 100 063	ED 094 269	67	VT 100 409	ED 094 271	6
VT 100 068	ED 094 269	72	VT 100 410	ED 094 271	7
VT 100 070	ED 094 269	74	VT 100 411	ED 094 271	8
VT 100 078	ED 094 269	79	VT 100 412	ED 094 271	9
VT 100 079	ED 094 269	80	VT 100 413	ED 094 271	11
VT 100 081	ED 094 269	82	VT 100 418	ED 094 271	14
VT 100 089	ED 094 269	86	VT 100 420	ED 094 271	15
VT 100 090	ED 094 269	88	VT 100 438	ED 094 271	36
VT 100 102	ED 094 269	98	VT 100 440	ED 094 271	37
VT 100 113	ED 094 269	109	VT 100 441	ED 094 271	37
#VT 100 142			VT 100 442	ED 094 271	38
#VT 100 143			VT 100 443	ED 094 271	38
#VT 100 147			VT 100 450	ED 094 271	47
VT 100 202	ED 094 270	2	VT 100 458	ED 094 271	53
VT 100 203	ED 094 270	4	VT 100 459	ED 094 271	54
VT 100 205	ED 094 270	5	VT 100 460	ED 094 271	54
VT 100 208	ED 094 270	7	VT 100 496	ED 094 271	82
VT 100 213	ED 094 270	9	#VT 100 509		
VT 100 214	ED 094 270	9	#VT 100 511		
VT 100 215	ED 094 270	9	#VT 100 512		
VT 100 218	ED 094 270	13	#VT 100 513		
VT 100 220	ED 094 270	15	VT 100 623	ED 094 272	30
VT 100 221	ED 094 270	16	VT 100 631	ED 094 272	43
VT 100 225	ED 094 270	21	VT 100 632	ED 094 272	43
VT 100 228	ED 094 270	24	VT 100 633	ED 094 272	44
VT 100 240	ED 094 270	43	VT 100 634	ED 094 272	45
VT 100 241	ED 094 270	44	VT 100 636	ED 094 272	47
VT 100 246	ED 094 270	48	VT 100 637	ED 094 272	49
VT 100 251	ED 094 270	51	VT 100 644	ED 094 272	54
VT 100 253	ED 094 270	54	VT 100 668	ED 094 272	64
VT 100 258	ED 094 270	57	VT 100 670	ED 094 272	67
VT 100 259	ED 094 270	58	VT 100 673	ED 094 272	69
VT 100 260	ED 094 270	59	VT 100 676	ED 094 272	77
VT 100 274	ED 094 270	71	VT 100 677	ED 094 272	79
VT 100 290	ED 094 270	91	VT 100 678	ED 094 272	80
VT 100 295	ED 094 270	95	#VT 100 690		

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#VT 100 692			VT 101 250	ED 101 219	65
#VT 100 696			VT 101 261	ED 101 219	78
#VT 100 698			VT 101 270	ED 101 219	92
#VT 100 700			VT 101 289	ED 101 219	116
VT 100 801	ED 095 434	2	VT 101 292	ED 101 219	125
VT 100 820	ED 095 434	30	VT 101 295	ED 101 219	152
VT 100 822	ED 095 434	35	#VT 101 299		
VT 100 840	ED 095 434	71	#VT 101 300		
VT 100 843	ED 095 434	74	VT 101 413	ED 103 724	18
VT 100 845	ED 095 434	75	VT 101 414	ED 103 724	19
VT 100 846	ED 095 434	76	VT 101 416	ED 103 724	21
VT 100 848	ED 095 434	77	VT 101 443	ED 103 724	38
VT 100 849	ED 095 434	77	VT 101 444	ED 103 724	40
VT 100 850	ED 095 434	79	VT 101 445	ED 103 724	41
VT 100 867	ED 095 434	89	VT 101 446	ED 103 724	41
VT 100 879	ED 095 434	96	VT 101 452	ED 103 724	47
VT 100 909	ED 095 434	135	VT 101 455	ED 103 724	49
VT 100 910	ED 095 434	136	VT 101 465	ED 103 724	77
VT 100 911	ED 095 434	137	VT 101 467	ED 103 724	79
VT 100 912	ED 095 434	137	VT 101 469	ED 103 724	80
VT 100 913	ED 095 434	138	VT 101 472	ED 103 724	84
VT 100 914	ED 095 434	138	VT 101 476	ED 103 724	97
VT 100 916	ED 095 434	139	VT 101 487	ED 103 724	117
VT 100 917	ED 095 434	139	VT 101 488	ED 103 724	118
VT 101 001	ED 096 554	2	#VT 101 493		
VT 101 004	ED 096 554	4	#VT 101 494		
VT 101 005	ED 096 554	9	VT 101 602	ED 108 003	3
VT 101 017	ED 096 554	34	VT 101 603	ED 108 003	4
VT 101 030	ED 096 554	41	VT 101 606	ED 108 003	11
VT 101 040	ED 096 554	56	VT 101 614	ED 108 003	25
VT 101 042	ED 096 554	56	VT 101 615	ED 108 003	26
VT 101 045	ED 096 554	65	VT 101 616	ED 108 003	30
#VT 101 055			VT 101 618	ED 108 003	35
#VT 101 056			VT 101 619	ED 108 003	37
#VT 101 062			VT 101 620	ED 108 003	38
VT 101 201	ED 101 219	2	VT 101 621	ED 108 003	39
VT 101 210	ED 101 219	23	VT 101 622	ED 108 003	41
VT 101 214	ED 101 219	27	VT 101 831	ED 109 512	40
VT 101 217	ED 101 219	31	VT 101 838	ED 109 512	47
VT 101 226	ED 101 219	40	VT 101 839	ED 109 512	49
VT 101 227	ED 101 219	41	VT 101 840	ED 109 512	52
VT 101 232	ED 101 219	48	VT 101 841	ED 109 512	53
VT 101 233	ED 101 219	49	VT 101 842	ED 109 512	54
VT 101 234	ED 101 219	50	VT 101 843	ED 109 512	54
VT 101 239	ED 101 219	53	VT 101 844	ED 109 512	56
VT 101 245	ED 101 219	58	VT 101 845	ED 109 512	57
VT 101 246	ED 101 219	58	VT 101 847	ED 109 512	60
VT 101 247	ED 101 219	61	VT 101 850	ED 109 512	62

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VT 101 851	ED 109 512	64			
VT 101 852	ED 109 512	65			
VT 101 853	ED 109 512	66			
VT 101 855	ED 109 512	70			
VT 101 856	ED 109 512	71			
VT 101 857	ED 109 512	72			
VT 101 858	ED 109 512	72			
VT 101 859	ED 109 512	73			
VT 101 869	ED 109 512	82			
*VT 101 974	ED 112 182				
*VT 102 001	ED 112 214				
VT 102 004	ED 114 719				
*VT 102 008	ED 112 217				
*VT 102 009	ED 112 216				
*VT 102 026	ED 112 231				
*VT 102 038	ED 112 242				
*VT 102 044	ED 112 244				
*VT 102 064	ED 112 260				
*VT 102 067	ED 112 262				
*VT 102 073	ED 107 983				
*VT 102 076	ED 110 736				
*VT 102 077	ED 110 737				
VT 102 079	ED 114 719				
*VT 102 080	ED 112 266				
*VT 102 081	ED 113 558				
*VT 102 082	ED 113 559				
*VT 102 083	ED 113 560				
*VT 102 084	ED 113 561				
*VT 102 100					
*VT 102 105					
*VT 102 107					
VT 102 204	CE 006 679 (ED No. not yet available)				
VT 102 208	CE 006 679 (ED No. not yet available)				
VT 102 209	CE 006 679 (ED No. not yet available)				
VT 102 210	CE 006 679 (ED No. not yet available)				
*VT 102 212	ED 114 681				
*VT 102 213	ED 114 682				
*VT 102 234	ED 112 008				
*VT 102 235	ED 112 007				
*VT 102 325	CE 005 836 (ED No. not yet available)				
*VT 102 344	CE 005 848 (ED No. not yet available)				
*VT 102 348	CE 005 851 (ED No. not yet available)				

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